

Sheriff

Section	Record Title	Description	Retention	Classification	Comments	Schedule #
DSMC	Adverse Action Files	These are case files and related records (heard under the DSMC) that are created in reviewing an adverse actions (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction in force) against an employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and a record of appeals, excluding letters of reprimand which are normally filed in official personnel files.	Retain for 10 years after case is closed and then destroy.	Primary: Private: UCA 63G-2-302(2) Secondary: Protected. UCA 63G-2-305 (9)	Approved by GRAMPA 1/26/2012.	HR-045
DSMC	Agendas, Meeting Minutes & Recordings	Agendas: These are copies of notices of regular and special meetings of county boards and committees. They may include date, time, and location of meeting, and list items to be discussed by committee members at regular, special, and emergency public meetings. Meeting Minutes: These are copies of notices of regular and special meetings of county boards and committees. They may include date, time, and location of meeting, and list items to be discussed by committee members at regular, special, and emergency public meetings. Recordings: These are the recordings of the proceedings of regularly scheduled, special and emergency county board and committee meetings. They are used to create the official minutes. UCA 52-4-7 requires that "written minutes shall be kept of all open meetings" and that they "shall be available within a reasonable time after the meeting." For closed meetings, "the public body shall either record the closed portion of the meeting or keep detailed written minutes that disclose the content of the closed portions of the meeting."	10 years or until administrative need ends and then destroy. For closed meetings, 4 years or until administrative need ends and then destroy.	Minutes and Agendas- Open Meetings: Public Minutes and Agendas- Closed Meetings: Protected UCA 63G-2-305(32) Recordings: PRIMARY CLASSIFICATION: Public SECONDARY CLASSIFICATION: Protected: UCA 63G-2-305(32); UCA 52-4-206 (2010 .	Approved by GRAMPA 1/26/2012.	HR-046
Recruitment: DSMC	Eligibility Register	This is a register of persons identified as qualified (eligible) to fill specific county positions. The county hires from this register. This requirement only applies to the listing of applicants, not supporting documentation.	Retain for 20 years and then destroy. Supporting documentation is destroyed after 2 years.	Protected UCA 63G-2-305	Approved by GRAMPA 1/26/2012. There is a 20 year retention schedule because sworn personnel make career changes that need to be supported by register documentation, i.e., moving from sworn to appointed, and then returning to a sworn position.	HR-054
Recruitment: DSMC	Pre-Employment Tests	These examinations are required of applicants for specific county positions. They include date, position tested for, employee name, applicant	5 Years	Protected UCA 63G-2-305(5) (2011)	Approved by GRAMPA 06-28-2012	HR-059

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		id, the actual test questions and applicant's answers, and score(s).				
Recruitment: DSMC	Promotional Tests - Actual Tests	These are tests taken by county employees to determine eligibility for promotion. They include the actual tests, answer keys, individual test scores, and the results from oral interviews.	5 Years	Protected UCA 63G-2-305(5) (2011)	Approved by GRAMPA 06-28-2012	HR-056
Recruitment: DSMC	Promotional Tests - Applicant Exam Results & Interview Records	Application and exam records from the promotional exam process.	5 Years	Protected UCA 63G-2-305(5) (2011)	Beginning Date 6 months after Register Expires Approved by GRAMPA 06-28-2012	HR-057