

Records Retention Schedule



Subject to amendment as the State General Schedules are approved
Amendments will be issued when made

Approved by Dan Petersen, Fire Chief

2/6/20

Date

Approved as to form, Brian Roberts, Chief Legal Officer

7/6/2020

Date

2020 Records Retention Schedule

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**Records subject to a litigation hold will be retained until release by
UFA Chief Legal Officer or designee**

Definition: GRS: General Retention Schedule

[Utah State General Retention Schedule](#)

Schedule 1
Accounting, Budget and Financial Management Records

Schedule Name
UFA 1-001
Retention Grade
1

Records in this Schedule	State Reference	Notes
Unsuccessful Grant Applications	GRS-1746	Formerly UFA 4-103

Title and Description of Record
Unsuccessful Grant Applications- Rejected or withdrawn grant applications, memoranda, correspondence, and other records relating to the decision to reject the grant proposal.

Schedule 1
Accounting, Budget and Financial Management Records

Schedule Name
UFA 1-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
Grant Administrative Records	GRS-666	Formerly UFA 4-102
Payroll Processing Records	GRS-1903	Formerly UFA 16-004
Routine Administrative Correspondence	GRS-1760	Formerly UFA 2-002
Timekeeping Records	GRS-1902	Formerly UFA 16-006

Title and Description of Record

Grant Administrative Records-Grants are allocated by the federal government to provide resources to address a wide range of unique community development needs. These projects include both direct grants and re-grants. The records document the administration of projects and include the preliminary reports, audits, certificates, maps, and related correspondence.

Payroll Processing Records-These records verify compensation data for each employee, including salary, hourly rate and type of pay. Deductions are confirmed in processing payroll before employees are paid. This includes income tax records and garnishment records.

Routine Administrative Correspondence-Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence, including email, that is related to a core function with an associated retention schedule should follow that associated schedule.

Timekeeping Records-Information regarding hours worked, paid or unpaid permitted absence from work for family emergency, sickness, personal time, vacation, or other reasons as outlined by policy. In addition, this record includes leave data records.

Schedule 1
Accounting, Budget and Financial Management Records

Schedule Name
UFA 1-004
Retention Grade
4

Records in this Schedule	State Reference	Notes
Accounts Payable	GRS-106	Formerly UFA 1-001, 1-003, 1-005, 1-006, 1-007, 1-009, 1-010, 1-011
Accounts Receivable	GRS-106	Formerly UFA 1-002, 1-003, 1-005, 1-006, 1-007, 1-009, 1-010, 1-011,
Budget Records	GRS-1856	Formerly UFA 4-002,003,004
Refund Requests	GRS-1824	Formerly UFA 1-012
Reimbursement Files	GRS-1833	Formerly UFA 1-012/Travel
W4 Forms	GRS-1881	

Title and Description of Record

Accounts Payable-Records used to pay UFA bills. They may include copies of checks or stubs, invoices, purchase orders, material request forms, and purchase card paperwork. May include correspondence and refund reports. Price lists are included in documentation. Included in this schedule: **Annual Financial Records, Bank Deposit Ledger, Bank Statements, General Ledger and Journal entries, Interdepartmental Billings, Petty Cash records, Receipts and Receipt books, Subsidiary Ledger and Journal Files.**

Accounts Receivable-Records may include invoices, statements, and other documents prepared to collect amounts owed by vendors, organizations, and citizens doing business with UFA. Price lists are included in documentation. Included in this schedule: **Annual Financial Records, Bank Deposit Ledger, Bank Statements, General Ledger and Journal entries, Interdepartmental Billings, Petty Cash records, Receipts and Receipt books, Subsidiary Ledger and Journal Files.**

Budget Records-Documentation of the intended appropriation of funds. This record may include budget requests, proposals, and reports documenting the status of appropriations. **Includes Appropriation Records, Background Records, Estimates, Justification Files, Tentative Budget Files, and Periodic Budget Reports.**

Refund Requests-Requests from businesses or customers for a refund of monies paid to UFA/UFGA.

Reimbursement Files-Records documenting payments made to UFA employees for the purpose of reimbursing authorized expenses such as travel, transportation, equipment, service, training or other reimbursable costs. Records should include correspondence, forms, travel reservations, authorizations, per diem vouchers, transportation requests hotel reservations, invoices, itemized expenses, and other supporting records needed to validate reimbursable expenses.

W4 Forms for Payroll- Records of withholding tax allowances completed by UFA employees which certify the withholding tax status of the employee and additional withholding from his paycheck.

Schedule 1
Accounting, Budget and Financial Management Records

Schedule Name
UFA 1-006
Retention Grade
6

Records in this Schedule	State Reference	Notes
Requests for Proposals (RFP)	GRS-1991	Formerly UFA 18-005

Title and Description of Record

Requests for Proposals-These records are bids and proposals to provide products or services for UFA or UFSA. Information includes preliminary requirements for procurement of a commodity or service. ***After end of project or program, retain for 6 years, then destroy.***

Schedule 1
Accounting, Budget and Financial Management Records

Schedule Name
UFA 1-007
Retention Grade
7

Records in this Schedule	State Reference	Notes
Contract Purchasing Records, Including Professional Contractual Agreements	GRS-1731	Formerly UFA 18-001
Grant Records	GRS-1859	Formerly UFA 4-102
Interlocal Agreements	GRS-686	Formerly UFA 6-013
Lease Files/Contracts	GRS-1731	Formerly UFA 18-003
Payroll Post Processing Records	GRS-1904	Formerly UFA 16-003

Title and Description of Record

- Contract Purchasing Records, Includes Professional Contractual Agreements-** These records document contractual agreements for products or services. Records may include preliminary requirements, contractor payroll records, bids, and the signed contract. **Retain for 7 years after the project is completed and warranties have expired.**
-
- Grant Records-**These records document grants received by governmental entities, which may contain applications, notice of award, reports, correspondence, and related records. **Retain for 7 years after final action.**
-
- Interlocal Agreements-**These are agreements between UFA, the County, and Municipalities to provide services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of the city and county representatives. **Retain for 7 years after expiration of contractual agreement** . (State recommends 6 years, UFA will retain 7 per CLO).
-
- Lease Files/Contracts-**These files contain copies of leases, subleases, assignments of leases, and memoranda of leases for property which UFA or UFA leases. They show the name and addresses of lessor and lessee, description of property, rent, purpose for which property can be used, and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew. **Retain for 7 years after contract has expired.**
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- Payroll Post Processing Records-**This schedule is for payroll reporting. Each payroll period is closed out when disbursement information is verified using payroll reports.
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Schedule 1
Accounting, Budget and Financial Management Records

Schedule Name
UFA 1-010
Retention Grade
10

Records in this Schedule	State Reference	Notes
Disposition Asset Inventory Files		Formerly UFA 11-101
Financial Audit Work Papers	GRS-1728	Formerly UFA 1-003
Fixed Assets Record	GRS-73	Formerly UFA 11-100, 11-102
Surplus Property Files	GRS-73	Formerly UFA 11-103

Title and Description of Record

Disposition Asset Inventory Files-These are records completed by UFA, when UFA's property is disposed of either by public auction, competitive bidding, or destruction. Includes date, division, name, description of item, value, disposition method, and reason, condition, and approval signature.

Financial Audit Work Papers-These records contain the audit results and evidence supporting the final report, and provide a link between the field work and the auditor's report. Work papers collected during the course of the audit include financial statements, client-prepared documents, analysis, data, and correspondence which documents the performance of audits and their conclusions.

Fixed Assets Record-This replaced Fixed Assets Inventory- These records relate to tangible assets such as property and equipment owned by UFA. Information includes substantiation, purchases, depreciation, inventories and related records. *Includes the Annual Fixed Asset List.*

Surplus Property Files-These file document the sale of surplus UFA Property. Includes invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

Schedule 1
Accounting, Budget and Financial Management Records

Schedule Name
UFA 1-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Automobile Titles	GRS-16558	Formerly UFA 15-003
Grant Control Files	GRS-1744	Formerly UFA 4-101
Retirement Benefits Assistance Files		Formerly UFA 16-005
Transitory Correspondence	GRS-1759	Formerly UFA 2-005
Vendor List	GRS-190	Formerly UFA 18-006
Working Files	GRS-1684	Formerly UFA 2-016

Title and Description of Record
<p>Automobile Titles-Records which prove UFA ownership of the vehicle. Retain until vehicle is sold. Title then transfers to new owner. A file may be retained after disposal, sale or consignment of vehicle according to the needs of the division.</p>
<p>Grant Control Files-Files that may include registers, logs, or other records relating to control of assigning numbers or identifying projects, applications, and grants. Retain until superseded or obsolete.</p>
<p>Retirement Benefits Assistance Files-These files contain correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors in claiming insurance or retirement benefits. <i>These are placed in personnel files.</i></p>
<p>Transitory Correspondence-Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, including email, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.</p>
<p>Vendor List-This is a list of vendors providing goods and services to UFA. It could include names of vendor's, addresses, phone numbers, and a description of goods or services provided. Retain until superseded.</p>
<p>Working Files-These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.</p>

Schedule 1
Accounting, Budget and Financial Management Records

Schedule Name
UFA 1-PERM
Retention Grade
PERMANENT

Records in this Schedule	State Reference	Notes
Approved Budget Book		
Audited Financial Statements	GRS-1857	Formerly UFA 1-003
Deed Records	GRS-735	Formerly UFA 18-002
Employee Earnings History Files	GRS-1905	Formerly UFA 16-001
Financial Audit Reports	GRS-1727	Formerly UFA 1-004
Real Estate Acquisition Files	GRS-1403	Formerly UFA 18-004

Title and Description of Record

Approved Budget Book-These are official reports summarizing financial activities and accomplishments of a governmental entity or program which are produced and distributed regularly. They may include statistics, narrative reports, graphics, and diagrams.

Audited Financial Statements-The budget is a plan for financial operations for a fiscal year. It documents the actual spending of a governmental entity and may be certified by a budget officer and filed with the state auditor.

Deed Records-These files document the UFA purchase of real property. They are used to document ownership and transfer of title of such property. The files include the original recorded deeds and policies of title insurance.

Employee Earnings History Files-These files are a cumulative salary history for individual UFA employees. They contain the name and address of each employee, name of division and position, social security number, date of birth, date employed, earnings and deductions per pay period, gross earnings year-to-date, net pay, and check number. These files are considered to be the most important payroll records for retirement purposes. In addition, this includes copies of the Utah Retirement System (URS) payments made on behalf of UFA employee.

Retain for 65 years after employee leaves or retires.

Financial Audit Reports-These are reports written and prepared as a result of audits of governmental entities by an outside agency examining and verifying the entities' financial activities for the year.

Real Estate Acquisition Files-Records that document the transfer of UFA or UFSA owned real estate to non-state ownership, whether by transfer, trade, sale, or donation.

Schedule 2
Administrative Records

Schedule Name
UFA 2-001
Retention Grade
1

Records in this Schedule	State Reference	Notes
Working/Project Files	GRS-1684	Formerly UFA 2-016

Title and Description of Record

Working/Project Files-These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formation and execution of policies, decisions, actions, and responsibilities. ***Retain 1 year after project completion.***

Schedule 2
Administrative Records

Schedule Name
UFA 2-002
Retention Grade
2

Records in this Schedule	State Reference	Notes
First Responder Activity Reports	GRS-2025	
Operational Procedure and Guidelines	GRS-1732	Formerly UFA 2-011

Title and Description of Record

First Responder Activity Reports-Records that document the on-duty actions of those designated or trained to respond to emergencies, and the situations they encounter. The information should document vehicle details, officer details, and other work-shift related records. Additional records include the daily roster, Platoon Documents, bids, bumps, and Vacation Draw documents.

Operational Procedure and Guidelines-These records document actions taken to achieve objectives and implement policies through day to day operations. They govern routine business activities that do not impact the rights of an individual.

Schedule 2
Administrative Records

Schedule Name
UFA 2-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
Open Meeting Recordings	GRS-1712	Formerly UFA 2-010
Routine Administrative Correspondence	GRS-1760	Formerly UFA 2-002

Title and Description of Record

Open Meeting Recordings-Audio or video recordings document what transpired in open meetings of public bodies and are the official record of the meeting until and unless written meeting minutes are approved. **Recordings used in place of written minutes in accordance with Utah Code 52-4-203(2)(b) are meeting minutes and are subject to the general retention schedule for open meeting minutes and public materials (GRS-1709), per Utah Code 52-4-203(6)(2018), and are retained as a permanent record.**

Routine Administrative Correspondence-Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence, *including email*, that is related to a core function with an associated retention schedule should follow that associated schedule.

***MEMOS FALL UNDER THIS DISCRPTION**

Schedule 2
Administrative Records

Schedule Name
UFA 2-005
Retention Grade
5 Years

Records in this Schedule	State Reference	Notes
Management Analysis & Feasibility Study	GRS-746	Formerly UFA 2-008

Title and Description of Record

Management Analysis & Feasibility Study-Studies and system analyses conducted before program change, including the purchase, installation, or replacement of any technology or equipment. May include case studies and system analyses for the initial establishment of program, major changes for program, equipment needs, or technology changes. This includes feasibility studies for agencies wanting to contract with UFA or join the District. *Records are retained for 5 years after implementation of program.*

Schedule 2
Administrative Records

Schedule Name
UFA 2-007
Retention Grade
7

Records in this Schedule	State Reference	Notes
Investigation Records	GRS-1733	Formerly UFA 14-005
Professional Standards & Ethics Review	GRS-1969	Formerly UFA 14-005

Title and Description of Record

Investigative Records-These records contain information necessary to undertake a complete investigation and are used to identify patterns of behavior, investigate claims, conduct internal investigations and for other investigative purposes. *Records may relate to the initiation, investigation, and disposition of cases, but do not include investigations of employees, criminal activities, or workers compensation, which have separate retention schedules.*

Professional Standards & Ethics Review-Initial documentation of complaints that result in an investigation of an employee but do not result in disciplinary action. (State refers to these as Complaint Investigation Files) *IF DISCIPLINE IS ISSUED, THE RECORD IS MAINTAINED IN THE EMPLOYEE PERSONNEL FILE. After separation, retain for 7 years; then destroy records. OR After case is closed, retain for 7 years; then destroy records.*

Schedule 2
Administrative Records

Schedule Name
UFA 2-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Information Governance Records	GRS-1713	Formerly UFA 6-012
Internal Committee Records/Working Groups	GRS-1725	Formerly UFA 2-007
Transitory Correspondence	GRS-1759	Formerly UFA 2-005
Working Files	GRS-1684	Formerly UFA 2-016

Title and Description of Record

Information Governance Records-These are records used in establishing and implementing records management policies, practices, and procedures. Included are inventories, finding aids, and related information. Retain until superseded.

Internal Committee Records/Working Groups-These records document meetings of committees, or teams that have no statutory authority to make public policy decisions. Information includes implementation of projects, programs or operational matters. Upon resolution, records can be destroyed.

Transitory Correspondence-Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, *including email*, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

Working Files-These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

Schedule 2
Administrative Records

Schedule Name
UFA 2-PERM
Retention Grade
PERMANENT

Records in this Schedule	State Reference	Notes
Agency History Records	GRS-1723	Formerly UFA 2-200 and 2-201
Annual Reports (Publications)	GRS-1678	Formerly UFA 2-003
Closed Meeting Records	GRS-1710	Formerly UFA 2-004
Executive Correspondence	GRS-1758	Formerly UFA 2-006
Executive Internal Committee Records	GRS-1726	Formerly UFA 2-007
Open Meeting Minutes & Public Materials	GRS-1709	Formerly UFA 2-009
Organic Documents & Board Administrative Policies	<i>Discontinued</i>	Formerly UFA 2-012
Programs, Policies & Procedures	GRS-1717	Formerly UFA 2-013
Public Relations/ Press Release	GRS-1716	Formerly UFA 2-014
Publications	GRS-1678	Formerly UFA 2-015

Title and Description of Record

Agency History Records-These records document the organization and reorganization of the agency. Information included history, functional information, organizational files and related records. Records may also include chronological record of activities of UFA or individual divisions, photographs, newspaper clippings, flyers, program notes, and brochures. Records could be published or unpublished histories written on the UFA or UFSA and funded by UFA or UFSA, including Title, author, date written, and a historical narrative.

Annual Reports (Publications)-These are reports on program activities and accomplishments of UFA and its divisions for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

Closed Meeting Records-Recordings are required for the closed portion of meetings of a public body, except as provided by statute. The recording is the official record of a closed meeting (Utah Code 52-4-206(1)(a) and (2)(2014)).

Executive Correspondence-Incoming and outgoing business related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs or UFA. These records document executive decisions made regarding UFA interest by executive decision makers, UFA board members and the Fire Dept. Chief.

Executive Internal Committee Records-These records document meetings of boards, committees, or teams that have no statutory authority to make public policy decisions, *but do have authority to make internal policy decisions* . Information includes determinations and actions of the meeting.

Open Meeting Minutes & Public Materials-Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting. This includes COMMITTEE meeting minutes, such as **Board/Finance/Compensation and Benefits/Governance Committees**. *(Recordings are retained for 3 years after the minutes have been approved).*

Organic Documents & Board Administrative Policies-These are records critical to the existence of the organization, including the constitution and bylaws of governing/advisory boards. They usually include date of adoption and amendments, description and purpose of board's position, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Roberts Rules of Order, etc.)

Programs, Policies & Procedures-These records are created by executive decision makers to document the dissemination of agency programs, policies and procedures. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office. Related correspondence and email is included.

Public Relations/Press Release-These files contain a copy of each prepared statement or announcement issued by the Fire Chief or Board for distribution to the news media. A press release may be a textual record or a non-textual record such as a film or video or sound recording.

Publications-Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. This may include website content, printed publications, newsletters, social media posts, and similar records.

Schedule 3
Attorney Records

Schedule Name
UFA 3-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
Routine Administrative Correspondence	GRS-1760	Formerly UFA 2-002

Title and Description of Record

Routine Administrative Correspondence- Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence, *including email*, that is related to a core function with an associated retention schedule should follow that associated schedule.

Schedule 3
Attorney Records

Schedule Name
UFA 3-007
Retention Grade
7

Records in this Schedule	State Reference	Notes
Claim Files (Investigative Records)	GRS-1733	Formerly UFA 3-001

Title and Description of Record

Claim Files- (Investigative Records)-These files contain petitions claiming damage caused by UFA employees and/or equipment. They are used to determine liability. These files include petitions, correspondence and police reports if applicable. **Retention is 7 years provided no imminent or pending litigation. If a minor is involved, record is retained until person has reached the age of 22.**

Schedule 3
Attorney Records

Schedule Name
UFA 3-010
Retention Grade
10

Records in this Schedule	State Reference	Notes
Routine Lawsuit Case Files/Civil Case Files	GRS-2034	Formerly UFA 3-004

Title and Description of Record

Routine Lawsuit Case Files/Civil Case Files-These are case files for routine lawsuits filed by UFA and those filed against UFA. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorney notes.

Schedule 3
Attorney Records

Schedule Name
UFA 3-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Legal Counsel Records	GRS-1721	Formerly UFA 3-003
Transitory Correspondence	GRS-1759	Formerly UFA 2-005
Working Files	GRS-1684	Formerly UFA 2-016

Title and Description of Record

Legal Counsel Records-These are legal interpretations given by attorneys at the request of governmental entities asking for guidance in enforcing, obeying, and/or interpretation of the law. After resolution of issue, destroy records

Transitory Correspondence-Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, *including email*, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

Working Files-These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

Schedule 3
Attorney Records

Schedule Name
UFA 3-PERM
Retention Grade
PERMANENT

Records in this Schedule	State Reference	Notes
Formal Legal Opinion Records	GRS-1722	Formerly UFA 3-002
High Profile Case Files (Civil)	GRS-2035	
High Profile Criminal Case Files	GRS-2031	Formerly UFA 3-005

Title and Description of Record

Formal Legal Opinion Records-These are the formal legal opinions researched, written and published by attorneys. They are necessary to maintain consistency of opinion in related matters.

High Profile Case Files (Civil)-These case files document the investigation and prosecution of significant civil cases referred to a prosecutor's office. A case may be significant due to the subject, such as natural resource ownership or corruption of public officials; or because it sets precedent and/or leads to public policy or laws being changed, written, or rewritten; or because it involves individuals wherein there is historic interest.

High Profile Criminal Case Files-These case files document the investigation and prosecution of significant criminal cases referred to a prosecutor's office. These are cases involving corruption of public officials, cases attracting such publicity that precedents are set, and/or laws are changed, written, or rewritten, capital punishment cases, or cases wherein there is historic interest in the individuals involved.

Schedule 4
Bio-Tech Records

Series Name
UFA 4-001
Retention Grade
1

Records in this Schedule	State Reference	Notes
Maintenance Records of Emergency Medical Equipment		Formerly UFA 10-001
Program Modification Documentation	GRS-1713	Information Governance

Title and Description of Record

Maintenance Records of Emergency Medical Equipment- These are maintenance records for all emergency medical equipment. Record is used to verify that UFA medical equipment has had regular maintenance. Record should include maintenance schedules, test protocols, equipment inventory, performance test records, repair records, parts used, and service reports. **Retain for 1 year after equipment is replaced.**

Program Modification Documentation- Records that document modifications to computer programs. These records are maintained for reference, backup, to ensure adequacy of change documentation, or to rectify errors in program implementation after related programs are replaced, modified, or cease to be used. **Retain for 1 year after end of project or replacement of program.**

Schedule 4
Bio-Tech Records

Schedule Name
UFA 4-005
Retention Grade
5

Records in this Schedule	State Reference	Notes
Feasibility Study	GRS-746	Formerly UFA 7-004

Title and Description of Record

Feasibility Study-These are studies that are conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes to systems. *After completion of report, retain for 5 years; then destroy records.*

Schedule 4
Bio-Tech Records

Series Name
UFA 4-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Inventory Logs	GRS-1360	
Transitory Correspondence	GRS-1759	Formerly UFA 2-005
Working Files	GRS-1684	Formerly UFA 2-016

Title and Description of Record

Inventory Log-The inventory log is a list of medical equipment. The log may include the identification and placement of tablets, simulators, auto-pulse chargers and devices, stretchers, stair-chairs, the X-Series, monitors, and other medical equipment. **List is retained until the equipment has been retired.**

Transitory Correspondence-Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, *including email*, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

Working Files-These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

Schedule 5
Communications Records

Schedule Name
UFA 5-005
Retention Grade
5

Records in this Schedule	State Reference	Notes
Telecommunications Service Records	GRS-1754	

Title and Description of Record

Telecommunications Service Records-These are general files that include plans, reports, and other records pertaining to equipment requests, telephone service, and other similar services.

Schedule 5
Communications Records

Schedule Name
UFA 5-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Transitory Correspondence	GRS-1759	Formerly UFA 2-005
Working Files	GRS-1684	Formerly UFA 2-016

Title and Description of Record

Transitory Correspondence-Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, *including email*, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

Working Files-These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

Schedule 6
Compliance/Records Management

Schedule Name
UFA 6-002
Retention Grade
2

Records in this Schedule	State Reference	Notes
Indemnification Agreements(Hold Harmless)	GRS-47	Formerly UFA 6-011
GRAMA-Records Access Requests and Appeals	GRS-1711	Formerly UFA 6-007

Title and Description of Record

Indemnification Agreements (Hold Harmless)- Indemnification or hold harmless agreements involve the assumption of liability through contractual agreement. A party intending to use, ride in, or otherwise occupy government property, agrees to eliminate any liability on the part of the governmental entity in the event that any accident of injury occurs while they are using, riding in, or occupying government property. ***IF THE FILE CONTAINS HIPAA Paperwork, use schedule UFA 6-007.***

GRAMA-Records Access Requests and Appeals-These records are access requests as provided under the Government Records Access and Management Act (GRAMA). Included with the access requests are any notices of denial, appeals or any other records related to the request. ***This schedule excludes record access requests appealed to a local appeals board.***

Schedule 6
Compliance/Records Management

Schedule Name
UFA 6-006
Retention Grade
6

Records in this Schedule	State Reference	Notes
Fire Incident Reports	GRS-455	Formerly UFA 6-005
HIPAA Compliance (Non Medical Records)	GRS-150	Formerly UFA 6-008 and 6-009
HIPAA Employee Training/Agreement	GRS-150	Formerly UFA 6-010
HIPAA Training Information	GRS-150	
Indemnification Agreements w/HIPAA Paper	GRS-47	Formerly UFA 6-011

Title and Description of Record

Fire Incident Reports- These reports document each dispatched fire run. They are used for budget planning, summary reports, and litigation. They include identification number, incident number, alarm time, arrival time, incident type, action taken, cause of fire, address, names of occupant and owner, telephone number, vehicles and crews responding, incident-related injuries or death information, name of officer in charge, and name and position of person completing report. ***Fires involving a fatality are a permanent record.***

HIPAA Compliance(Non-Medical Records)- These files include HIPAA Compliance Training records, Privacy or Security complaints, requests for access, amendments or restrictions, and HIPAA Disclosure logs.

HIPAA Employee Training/Agreement- This agreement is signed by the employee and maintained by compliance stating that the employee will not disclose Protected Health Information, unless permitted by law. In addition, these files include the employees acknowledgment of receiving the HIPAA policies & training. ***Retain for 6 years after termination or separation from agency.***

HIPAA Training Information- This is a record of training material used as part of UFA HIPAA Training. The file may include a copy of the Power Point Presentation, test given, and the dates of training, and other related documents.

Indemnification Agreements Containing HIPAA Paperwork (Hold Harmless)- Indemnification or hold harmless agreements involve the assumption of liability through contractual agreement. A party intending to use, ride in, or otherwise occupy UFA property, agrees to eliminate any liability on the part of UFA in the event that any accident or injury occurs while they are using, riding in, or occupying UFA property. ***If agreement does not contain HIPAA Paperwork, follow schedule UFA 6-002.***

Schedule 6
Compliance/Records Management

Schedule Name
UFA 6-007
Retention Grade
7

Records in this Schedule	State Reference	Notes
Record Destruction Files	GRS-1689	Formerly UFA 6-006

Title and Description of Record
Record Destruction Files-Records which document the destruction of UFA's records. Destroy 7 years after final action.

Schedule 6
Compliance/Records Management

Schedule Name
UFA 6-010
Retention Grade
10

Records in this Schedule	State Reference	Notes
EMS Billing (PCR Billing)	GRS-465	Formerly UFA 6-002
Patient Care Reports	GRS-465	Formerly UFA 6-003
EMS Wildland Patient Care Reports	GRS-465	Formerly UFA 6-004

Title and Description of Record

EMS Billing (PCR Billing)- Record of billing for treatment and transportation of patient on a UFA ambulance. Record includes all information pertinent to properly bill patient for ambulance transportation.

Patient Care Reports-This is a record of the assessment and care of a patient in the field setting. The PCR documents all care and pertinent patient information. This record may also serve as a statistical/data collection tool. *These records are retained until patient turns 22, or for 10 years- whichever is longer.*

EMS Wildland Patient Reports-This is a record documenting patient care as a single resource with the Federal Wildland Program. It is created when UFA medications are administered. The record is in addition to the federal required report which is retained by the Federal Government. Medical Division maintains record for two years, then moves record to Compliance for storage. *These records are retained until patient turns 22, or for 10 years, whichever is longer.*

Schedule 6
Compliance/Records Management

Schedule Name
UFA 6-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Information Governance Records	GRS-1713	Formerly UFA 6-012
Transitory Correspondence	GRS-1759	Formerly UFA 2-005
Working Files	GRS-1684	Formerly UFA 2-016

Title and Description of Record

Information Governance Records-These are records used in establishing and implementing records management policies, practices, and procedures. Included are inventories, finding aids, and related information. Retain until superseded or final action.

Transitory Correspondence-Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, *including email*, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

Working Files-These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

Schedule 6
Compliance/Records Management

Schedule Name
UFA 6-PERM
Retention Grade
PERMANENT

Records in this Schedule	State Reference	Notes
Fatal Fire Investigation Case Files	GRS-469	Formerly UFA 14-003
GRAMA Appeals Case Files	GRS-1715	UFA 6-007

Title and Description of Record

Fatal Fire Investigation Case Files-These case files document all investigations into fires causing fatalities. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake a complete investigation.

GRAMA Appeals Case Files-These files document all appeals submitted to records appeals boards. These case files include requests, denials, appeals, decisions, and any other documentation concerning the appeals process.

Schedule 7
Emergency Management Records

Schedule Name
UFA 7-002
Retention Grade
2 Years

Records in this Schedule	State Reference	Notes
Visitor Logs	GRS-2019	Formerly UFA 8-005

Title and Description of Record
Visitor Logs -Registers or logs used to record names of outside contractors, service personnel, visitors, and employees admitted to non-secure areas in government offices and facilities.

Schedule 7
Emergency Management Records

Schedule Name
UFA 7-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
Grant Administrative Records	GRS-666	Formerly UFA 4-102

Title and Description of Record
<p>Grant Administrative Records- Grants are allocated by the federal government to provide resources to address a wide range of unique community development needs. These projects include both direct grants and re-grants. The records document the administration of projects and include the preliminary reports, audits, certificates, maps, and related correspondence. <i>Retain for 3 years after final action.</i></p>

Schedule 7
Emergency Management Records

Schedule Name
UFA 7-005
Retention Grade
5

Records in this Schedule	State Reference	Notes
TIER II Reporting Forms		Formerly UFA 8-004

Title and Description of Record
TIER II Reporting Forms -Hazardous materials storage documents.

Schedule 7
Emergency Management Records

Schedule Name
UFA 7-Admin
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Disaster Plan Records	GRS-2022	Formerly UFA 8-001
Surveillance Recordings	GRS-2021	Formerly UFA 8-003
Transitory Correspondence	GRS-1759	Formerly UFA 2-005
Working Files	GRS-1684	Formerly UFA 2-016

Title and Description of Record

Disaster Plan Records-Disaster plans for records and office operations ensure essential government functions continue to be performed following natural disasters, accidents, technical, or attack related emergencies. Information includes plans for restoring operations and protecting facilities and resources. Disaster recovery training materials may be part of this record. ***Retain until superseded.***

Surveillance Recordings-These records consist of surveillance videos used by UFA to record activity. The surveillance may occur in UFA owned properties/buildings. ***Retain until administrative need ends, provided there is no pending investigation.***

Transitory Correspondence-Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, *including email*, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

Working Files-These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

Schedule 7
Emergency Management Records

Schedule Name
UFA 7-PERM
Retention Grade
PERMANENT

Records in this Schedule	State Reference	Notes
Natural Disaster & Damage Survey of UFA/UFSA	GRS-1784	Formerly UFA 8-002

Title and Description of Record
Natural Disaster & Damage Survey of UFA/UFSA -Survey and analysis of damage done to public buildings during natural disasters.

Schedule 8
Fire Prevention Records

Series Name
UFA 8-001
Retention Grade
1

Records in this Schedule	State Reference	Notes
Hydrant Maintenance Inventory Files	GRS-457	Formerly UFA 9-004

Title and Description of Record

Hydrant Maintenance Inventory Files- These inventories document the maintenance of fire hydrants. They are used to locate fire hydrants and to verify annual inspections are complete. Inspections document proper function of hydrant. Should include location of hydrant, notations, and dates of annual inspection, physical characteristics of hydrant, operation, flow check, pressure and leakage. ***Retain for 1 year after final action is complete.***

Schedule 8
Fire Prevention Records

Schedule Name
UFA 8-005
Retention Grade
5

Records in this Schedule	State Reference	Notes
Fire Inspections	GRS-1220	Formerly UFA 9-003
Preliminary Plans and Specifications	GRS-1788	Formerly UFA 9-006

Title and Description of Record

Fire Inspections-These files document the fire inspection of all businesses and apartment buildings. They are used to determine compliance to fire codes for fire prevention purposes. They include correspondence, copy of business license, brief history of building, notices of violations, citations, inspection of reports, and various inspection forms. (5 year per Fire Marshal)

Preliminary Plans and Specifications-These records relate to the plans and specifications of approved and constructed facilities, roads or bridges. Information may include preliminary designs, specifications, planning, surveys, analysis, renovation, preservation and construction. This also includes water supply and site review and approval. (5 years per Fire Marshal)

Schedule 8
Fire Prevention Records

Series Name
UFA 8-006
Retention Grade
6

Records in this Schedule	State Reference	Notes
Above Ground Storage Tank (AST) Installation or Removal & Annual Inspections	GRS-463	Formerly UFA 9-001
Underground Storage Tank (UST's) Installation or Removal & Annual Inspections	GRS-463	Formerly UFA 9-001
Operational/Construction Applications, Permits, & Inspections	GRS-720	Formerly UFA 9-005

Title and Description of Record

Above Ground Storage Tank (AST's) Installation and removal & Annual Inspections- These are applications from individuals or businesses requesting to store flammable or combustible liquids. Permits are issued after tank inspection and approval. Includes application form, permit, sketch diagram, dimensions, and inspection report. ***Retain for 6 years after tank is removed.***

Underground Storage Tank (UST's) Installation and removal & Annual Inspections- These are applications from individuals or businesses requesting to store flammable or combustible liquids. Permits are issued after tank inspection and approval. Includes application form, permit, sketch diagram, dimensions, and inspection report. ***Retain for 6 years after tank is removed.***

Operational/Construction Applications, Permits & Inspections- This covers fire suppressions and alarm applications, permits, and installation, Hazardous Materials, tents, fireworks, etc. The records document locations and type of content of hazardous materials. Files are both open and closed files and may include drawings, inventory, maps, and data on hazardous materials. Also, temporary stands and other individuals requesting permission to set off fireworks. Includes inspection, permit information, and proof of insurance.

Schedule 8
Fire Prevention Records

Schedule Name
8-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Transitory Correspondence	GRS-1759	Formerly UFA 2-005
Working Files	GRS-1684	Formerly UFA 2-016

Title and Description of Record

Transitory Correspondence-Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, *including email*, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

Working Files-These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

Schedule 9
Human Resource Records

INFORMATION RELATED TO AT RISK EMPLOYEES, CURRENT OR FORMER, MAY BE CLASSIFIED AS PRIVATE PURSUANT TO 63G-2-303

Series Name
UFA 9-001
Retention Grade
1

Records in this Schedule	State Reference	Notes
Employee Assistance Program Files	GRS-1913	Formerly UFA 12-006

Title and Description of Record

Employee Assistance Program Files-Records documenting the frequency and other statistical information relating to the number of employees using the Employee Assistance Program Vendor (EAP). This record contains the statistical reports submitted by the vendor but does not contain the names or other personal information on individual employees.

Schedule 9
Human Resource Records

**INFORMATION RELATED TO AT RISK EMPLOYEES, CURRENT OR FORMER, MAY BE CLASSIFIED AS PRIVATE
PURSUANT TO 63G-2-303**

Series Name
UFA 9-002
Retention Grade
2

Records in this Schedule	State Reference	Notes
Promotional Tests	GRS-923	Formerly UFA 12-017
Recruitment Files/Staff Acquisitions	GRS-1964	Formerly UFA 12-018

Title and Description of Record

Promotional Tests-These are tests taken by UFA employees to determine eligibility for promotion. Record includes correspondence, reports, notes, actual tests, answer keys, individual test scores, and results.

Recruitment Files/Staff Acquisitions-Records containing applications and resumes for employment, recruiter evaluations, testing and examination materials, scores, transcripts, certifications, licenses, hiring lists, correspondence, notes, reports, recordings, etc. relating to interviews with perspective employees. Files also include offers that are declined and related documents. **Offers that are accepted are maintained in the employee personnel file. Retain for 2 years after hiring decision is made or until pending complaint or litigation is resolved.**

Schedule 9
Human Resource Records

**INFORMATION RELATED TO AT RISK EMPLOYEES, CURRENT OR FORMER, MAY BE CLASSIFIED AS PRIVATE
PURSUANT TO 63G-2-303**

Series Name
UFA 9-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
Verification of Employment Eligibility	GRS-1970	Formerly UFA 12-009
Equal Employment Opportunity Reports (EEO)	GRS-153	Formerly UFA 12-011
Part-Time Employees Seasonal/ Wildland	GRS-172	Formerly UFA 12-013
Performance Plans & Evaluations	GRS-1966	Formerly UFA 12-014
Personnel Requisition & Position Analysis Files	GRS-167	Formerly UFA 12-016
Position Salary Analysis Files	GRS-167	Formerly UFA 12-019
Testing Results	GRS-1909	

Title and Description of Record

Verification of Employment Eligibility-This background documentation is used to verify employment eligibility. Information may include background checks, recording of interviews, fingerprints, and requirements under the Immigration Reform and Control Act. The resume and application of hired individuals are part of the Employee History Records. ***Retain 3 years after date of hire OR 1 year after separation, whichever is greater.***

Equal Employment Opportunity Reports-These are reports that are required to be filed with the Equal Employment Opportunity Commission (EEOC). The records documents employment statistics relating to race and gender. (Annual or Official reports) EEO File

Part-Time Employees Seasonal/Wildland-These records document employment of part-time and seasonal personnel (non-benefitted). Includes qualifications & training (non-payroll) records. ***Retain for 3 years after end of employment, per CLO***

Performance Plans & Evaluations-This information documents an employee's performance, including awards, performance plans, and evaluations. ***Retain for 3 years after end of employment.***

Personnel Requisition & Position Analysis Files-These are forms used by UFA Divisions to fill vacant positions and to request new positions. Documents included are position title, whether exempt or nonexempt, grade, step, classification, part or full-time, replacement or new position, reason for replacement, requesting division, whether UFA Employees will be considered for the position, educational requirements, specialized training and required experience, and a section to be completed if requesting a new position (special functions, how functions are currently being performed, why position is required, and signature of Division Chief). ***Retain 3 years from creation.***

Position Salary Analysis Files-Record contains salary survey reports on various UFA positions. They are used to compare salary ranges, benefits, education, and required experience. They include positions, grades, salaries, benefits, education, and experience. ***Retain for 3 years or until position is resurveyed, whichever occurs first.***

Testing Results-Tests taken by applicants who have met the minimum requirements for a position. Includes tests, test keys, applicants' answer sheets, test scores, and any other documents related to the testing process.

Schedule 9
Human Resources Records

INFORMATION RELATED TO AT RISK EMPLOYEES, CURRENT OR FORMER, MAY BE CLASSIFIED AS PRIVATE PURSUANT TO 63G-2-303

Series Name
UFA 9-004
Retention Grade
4

Records in this Schedule	State Reference	Notes
Equal Employment Opportunity (EEO) Program Files	GRS-154	Formerly UFA 12-010

Title and Description of Record
Equal Employment Opportunity (EEO) Affirmative Action Plans- This record includes both the agencies copies of consolidated AAP's developed by the Department of Human Resource Management, and the agency feeder plans which are used to develop a larger affirmative action strategy.

Schedule
Human Resource Records

**INFORMATION RELATED TO AT RISK EMPLOYEES, CURRENT OR FORMER, MAY BE CLASSIFIED AS PRIVATE
PURSUANT TO 63G-2-303**

Series Name
UFA 9-005
Retention Grade
5

Records in this Schedule	Reference	Notes
ADA Requests (Accommodation or State Anti-discrimination Requests)	GRS-1434	Formerly UFA 12-001
Drug Testing- Negative Results	GRS-1959	Formerly UFA 12-004
Drug Testing- Positive Results	GRS-1958	Formerly UFA 12-005

Title and Description of Record

ADA Requests (Accommodation or State Anti-discrimination Requests)-Requests made by UFA employee for disability, or other accommodations. Information includes medical data about requestor, accommodations made, denials, appeals, and any other information about accommodation requests from applicants, employees, and volunteers. ***Retain for 5 Years after termination, retirement, or reasonable accommodation, whichever***

Drug Testing- Negative results-This screening test is used as a pre-employment screen, post-accident screen, and for random drug screening of employees, the result of which are found to be negative. The record contains the name, date, type of test, substance for which the medical facility tested for and the test results.(State recommendation is 1 Year- UFA will retain for 5 years, per HR Director) ***If the Negative result is tied to discipline, corrective action, return to duty, or follow-up testing, the retention may be longer.***

Drug Testing-Positive Results-This screening test is used as a pre-employment screen, a post accident screen, and for random screening of employees. If a test is positive, employment offer is withdrawn or disciplinary action is taken for employee. The record contains the name, date, type of test, substance for which the medical facility tested for and the test results.

Schedule 9
Human Resource Records

**INFORMATION RELATED TO AT RISK EMPLOYEES, CURRENT OR FORMER, MAY BE CLASSIFIED AS PRIVATE
PURSUANT TO 63G-2-303**

Series Name
UFA 9-007
Retention Grade
7

Records in this Schedule	State Reference	Notes
Employee Health & Medical Records	GRS-1968	Formerly UFA 12-007
Grievance Records	GRS-1967	Formerly UFA 12-012

Title and Description of Record

Employee Health & Medical Records-Records documenting the employees fitness for duty. Documentation for health-related leave is included. *Retain for 7 years after end of employment.*

Grievance Records-Initial documentation responding to working condition grievances that result in any type of investigation for possible personnel or administrative action. *Retain for 7 years after resolution per CLO.*

Schedule 9
Human Resource Records

**INFORMATION RELATED TO AT RISK EMPLOYEES, CURRENT OR FORMER, MAY BE CLASSIFIED AS PRIVATE
PURSUANT TO 63G-2-303**

Series Name
UFA 9-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Conflict of Interest Files	GRS-1911	Formerly UFA 12-003
Transitory Correspondence	GRS-1759	Formerly UFA 2-005
Working Files	GRS-1684	Formerly UFA 2-016

Title and Description of Record

Conflict of Interest Files- Conflict of interest documentation concerning any employee or activity outside UFA employment that may or may not present a conflict of interest. ***PLACE IN PERSONNEL FILE. After final action, record is destroyed.***

Transitory Correspondence- Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, *including email*, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

Working Files- These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

Schedule 9
Human Resource Records

**INFORMATION RELATED TO AT RISK EMPLOYEES, CURRENT OR FORMER, MAY BE CLASSIFIED AS PRIVATE
PURSUANT TO 63G-2-303**

Series Name
UFA 9-065
Retention Grade
65

Records in this Schedule	State Reference	Notes
Personnel Files/ Employee History Records	GRS-1965	Formerly UFA 12-015

Title and Description of Record

Personnel Files/ Employee History Records-Employment history documents a persons application, hiring, and employment with UFA. Record should include original employment application, correspondence, credential files, letters of commendation, pay and leave history, work [performance, training certificates, and evaluation forms and all records necessary to calculate benefits, File also includes final actions taken as a result of disciplinary action. ***Retain for 65 years from date of employment.***

Schedule 10
Information Outreach Records

Series Name
UFA 10-010
Retention Grade
10

Records in this Schedule	State Reference	Notes
Community Emergency Response Team Training Records (C.E.R.T.)		Formerly UFA 17-001

Title and Description of Record
Community Emergency Response Team Training Records (C.E.R.T.) - This includes the training roster of participants and an accumulative list of certified CERT graduates. <i>Retain for 10 years from date of completion.</i>

Schedule 10
Information Outreach Records

Series Name
UFA 10-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Juvenile Fire Setter Program		Formerly UFA 17-002
Participation Requests to Public Education Events		Formerly UFA 17-003
Public Information Files	GRS-2001	Formerly UFA 17-004
Transitory Correspondence	GRS-1759	Formerly UFA 2-005
Working Files	GRS-1684	Formerly UFA 2-016

Title and Description of Record

- Juvenile Fire Setter Program**-These file document the prevention or early intervention services that are provided to juveniles by UFA. Classified as Primary: Private and Secondary : Protected. Disclosure is limiter as per UCA 78A-6-209. ***Retain until the Juvenile has reached the age of 21, then destroy.***
-
- Participation Requests to Public Education Events**-These files contain records pertaining to the requests for UFA to participate in community events or provide public education. ***Retain until administrative need ends.***
-
- Public Information Files**-These are files of information which UFA collects on a particular topic and which relate to the UFA's interaction with the public. Contents may include newspaper clippings, public opinion polls, studies and reports, or any other materials collected to assist UFA. ***Retain for 1 year after close of file or completion of project.***
-
- Transitory Correspondence**-Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, *including email*, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.
-
- Working Files**-These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

Schedule 10
Information Outreach Records

Series Name
UFA 10-PERM
Retention Grade
PERMANENT

Records in this Schedule	State Reference	Notes
Publications	GRS-1678	Formerly UFA 2-015
Public Relations Records	GRS-1716	Formerly UFA 2-015

Title and Description of Record
<p>Publications-Any record of enduring value, regardless of format or platform, that is disseminated by a governmental; entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-</p> <p>Press Release/Public Relations-These records, regardless of format or mode of transmission, are created for distribution to the news media or public. Records include speeches, press releases, public announcements, or similar records.</p>

Schedule 11
Logistics Records

Series Name
UFA 11-001
Retention Grade
1

Records in this Schedule	State Reference	Notes
Vehicle Assignment Records	GRS-116	Formerly UFA 15-015

Title and Description of Record

Vehicle Assignment Records-These are assignment logs, reports, authorizations, and similar records relating to the assignment and use of vehicles by UFA employees or officials. ***The record is retained for 1 year after the vehicle has been reassigned or sold.***

Schedule 11
Logistics Records

Series Name
UFA 11-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
Aerial Testing		Formerly UFA 15-001
Building/Equipment Repair and Maintenance Records	GRS-1783	Formerly UFA 7-002/ 15-006
Daily Vehicle Usage Reports	GRS-109	Formerly UFA 15-004
Daily Logs/Work Orders/Request for Repair	GRS-1783	Formerly UFA 7-002, 15-005, 15-006, and 15-018
Hose Test	GRS-456	Formerly UFA 15-009
Insurance Adjustors Estimates	GRS-124	Formerly UFA 15-011
Mileage Certificates	GRS-1873	Formerly UFA 15-012
Preliminary Plans and Specifications	GRS-1788	Formerly UFA 9-006
Pump Test Records	GRS-461	Formerly UFA 15-013
Vehicle Maintenance Records	GRS-1873	Formerly UFA 15-016

Title and Description of Record

Aerial Testing-These records document external testing of ladder functions for each unit. Data includes information on rotation, elevation, operation, hydraulics, summary data and discrepancies. Includes a certificate of inspection on each unit tested. Retain 3 years or the life of the equipment, whichever is greater.

Building/Equipment Repair and Maintenance Records- These records document complaints or requests for building or grounds service or Equipment repair requests, received and answered by the UFA. Information includes requester or complainant details, description of the request or problem, and actions taken by the agency.

Daily Vehicle Usage Reports-This is a report of all vehicle usage. It is used for both maintenance and planning purposes. Includes date, list of repairs needed and actions taken, miles traveled, problems, and drivers name.

Daily Logs/Work Orders-This daily log is maintained by each work crew to verify work completed. This log includes date, work order number, location, job requirements, date completed and equipment used. This will also include requests for repairs for UFA facilities. Documentation includes person requesting repair, description of the issue or problem, and action taken by agency.

Hose Test-These reports record tests required by fire departments on all fire hoses. They are used to determine whether hoses are in good working condition, The record should include the test date, date of previous test, apparatus number, hose diameter, conditions found, service date, defects corrected, and signature of Officer in charge. **Retain 3 years or the life of the equipment, whichever is greater.**

Insurance Adjusters Estimates-These are insurance adjusters' reports on repair estimates for UFA vehicles.

Mileage Certificates-These are certificates issued by the dealer/manufacturer certifying the mileage is accurate on each purchased UFA vehicle.

Preliminary Plans and Specifications-These are records related to the plans and specifications of approved and construction facilities, roads or bridges. Information may include preliminary designs, specifications, planning, surveys, analysis, renovation, preservation and construction. Record may also include water supply and site review and approved. **Retain for 3 years after final action.**

Pump Test Records-These files contain the results of tests conducted on pumping equipment. These annual tests are used to certify pumping capabilities and to check equipment for stability and endurance. The record includes apparatus number, date tested, station number, where tested, manufacturers name and number, test results, time taken, and remarks. **Retain for 3 years or the life of the equipment, whichever is greater.**

Vehicle Maintenance Records-These records document the inspection, repair and maintenance of government-owned vehicles. Information includes vehicle identification, usage, and related records. **Retain for 3 years after disposition of vehicle.**

Schedule 11
Logistics Records

Schedule Name
UFA 11-005
Retention Grade
5

Records in this Schedule	State Reference	Notes
Feasibility Study	GRS-746	Formerly UFA 7-004

Title and Description of Record

Feasibility Study-These are studies that are conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes to systems. *After completion of report, retain for 5 years; then destroy records.*

Schedule 11
Logistics Records

Series Name
UFA 11-015
Retention Grade
15

Records in this Schedule	State Reference	Notes
Americans with Disabilities Act Records (ADA)	GRS-122	Formerly UFA 7-001
Hydro Test Records		Formerly UFA 15-010

Title and Description of Record

Americans with Disabilities Act Records (ADA)-Records that indicate compliance to Americans with Disabilities act (ADA). Included are surveys of government buildings to determine accessibility to the physically challenged, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.

Hydro Test Records-These tests are performed by an outside company and are used to test compliance for air bottles. Record includes the original purchase date, serial numbers, and testing data.

Schedule 11
Logistics Records

Series Name
UFA 11-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Inventory Log (Asset Log)	GRS-1360	
Transitory Correspondence	GRS-1759	Formerly UFA 2-005
Vehicle Registration Certificates	GRS-16558	Formerly UFA 15-017
Work Order Request		Formerly UFA 15-014
Working Files	GRS-1684	Formerly UFA 2-016

Title and Description of Record

Inventory Log- (Referred to as the Asset Log) The inventory log is a list of medical equipment. The log may include the identification and placement of tablets, simulators, auto-pulse chargers and devices, stretchers, stair-chairs, the X-Series, monitors, and other medical equipment. **List is retained until the equipment has been retired.**

Transitory Correspondence-Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, *including email*, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

Vehicle Registration Certificates-Copies of legal registrations required by law to be maintained with each UFA owned vehicle. Retain until vehicle is transferred or sold, then transfer to buyer.

Work Order Request-These are requests for maintenance, service, or repair of vehicles, equipment, and buildings, received from any UFA Division. **Retain for 6 months after the maintenance is completed.**

Working Files-These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

Schedule 11
Logistics Records

Series Name
UFA 11-PERM
Retention Grade
PERMANENT

Records in this Schedule	State Reference	Notes
Air Pack testing		Formerly UFA 15-002
Construction Project Files for UFA/UFSA	GRS-1789	Formerly UFA 7-003
Fit Test Records		Formerly UFA 15-007

Title and Description of Record

Air Pack Testing-These records document the testing of air packs and regulators and their functionality. Record includes the flow tests, work orders to track repairs, and manages the inventory.

Construction Project Files for UFA/UFSA-Final plans and specifications for approved and constructed buildings or facilities. Documents construction of new buildings, facilities, and infrastructure as well as renovation of owned buildings and rented buildings.

Fit Test Records-These records document tests done in each firefighters face mask for fitting to their individual needs. Tests are to be performed on an annual basis.

Schedule 12
Operations Records

Series Name
UFA 12-001
Retention Grade
1

Records in this Schedule	State Reference	Notes
Maintenance Records of Emergency Medical Equipment		Formerly UFA 10-001

Title and Description of Record

Maintenance Records of Emergency Medical Equipment-These are maintenance records for all emergency medical equipment. Record is used to verify that UFA medical equipment has had regular maintenance. Record should include maintenance schedules, test protocols, equipment inventory, performance test records, repair records, parts used, and service reports. **Retain for 1 year after equipment is replaced.**

Schedule 12
Operations Records

Series Name
UFA 12-002
Retention Grade
2

Records in this Schedule	State Reference	Notes
Narcotics Logs	PER DEA	Formerly UFA 10-002

Title and Description of Record

Narcotics Logs-These logs track the daily checks of narcotics on the rescue apparatus and in station safes. Per DEA- **Logs are retained for 2 years from date of log.**

Schedule 12
Operations Records

	Series Name
	UFA 12-007
Schedule	Retention Grade
	7

Records in this Schedule	State Reference	Notes
Medical Training Records	GRS-150	Formerly UFA 10-005
Training Participation Records	GRS-150	Formerly UFA 10-201
Other Training Records	GRS-150	Formerly UFA 10-202

Title and Description of Record

Medical Training Records-These files contain documentation of continuing medical education (CME) for Emergency Medical Technicians and Paramedics. Includes test results, worksheets, and other information pertaining to certification. *The actual training certificates and transcripts are filed in the individual personnel files.*

Training Participation Records-List of employees and training they have received. It is also used as ISO compliance. May be maintained in paper form or electronic database.

Other Training Records-Files documenting course availability and UFA employee participation in training programs sponsored by the UFA, other government agencies, and non-governmental institutions. Files include correspondence, reports, participation lists, and other items. *The actual certificates and transcripts are filed in the individual personnel files.*

Schedule 12
Operations Records

	Series Name
	UFA 12-ADMIN
Schedule	Retention Grade
	ADMIN

Records in this Schedule	State Reference	Notes
Asset Tracking List (Stretcher Testing and Maintenance)		Formerly UFA 10-001
Training Course Announcement Files	GRS-150	Formerly UFA 10-200
Transitory Correspondence	GRS-1759	Formerly UFA 2-005
Working Files	GRS-1684	Formerly UFA 2-016

Title and Description of Record

Asset Tracking List (Stretcher Testing and Maintenance)- This list documents the inventory, placement, maintenance, and retiring of stretchers and other large medical equipment. The record is used to verify that the equipment has had regular maintenance. Record should include maintenance schedules, test protocols, equipment inventory, performance test records, repair records, parts used, and service reports. **Retain for 1 year after equipment is replaced or retired.**

Training Course Announcement Files- These are informational files on UFA employee training opportunities. They are used for reference purposes. Files should include pamphlets, notices, catalogs, or other records that provide information on courses or programs offered to UFA employees by government agencies or non-governmental organizations. **Retain until superseded or obsolete.**

Transitory Correspondence- Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, *including email*, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

Working Files- These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

Schedule 12
Operations Records

	Series Name
	UFA 12-PERM
Schedule	Retention Grade
	PERMANENT

Records in this Schedule	State Reference	Notes
Certification Grades and Transcripts	GRS-1506	Formerly UFA 10-004/10-100
Paramedic & EMT Certification Course		Formerly UFA 10-003
Training Records	GRS-1916	Formerly UFA 10-101
Training/Teaching Aids(Training Materials)	GRS-1951	Formerly UFA 10-203

Title and Description of Record

Certification Grades and Transcripts-These are files containing official documentation listing UFA student's courses, grades, college credits earned, and status achieved. Often referred to as a transcript.

Paramedic and EMT Certification Course-A UFA Course Coordinator must maintain records for PM and EMT Certification Courses that include a copy of student application, record of attendance, performance, remediation information, grades, completed skill evaluation, practical training including competency and skills of each student, instructor evaluations, quality improvement surveys, course evaluations, clinical studies documentation-including prehospital experience, assessment logs and formal letters to BMS, final course schedule including roster of instructors with EMS # and hours, date and subject taught, results of TB tests, recommendation and non-recommendation letters of files.

Training Records-These records are used for external and internal purposes to verify fire and management training for certification and recertification. Includes testing materials, questions, results, and other training material. ***The actual certificates and transcripts are to be filed in individual personnel files.***

Training/Teaching Aids- One copy of each syllabus, manual, textbook, video, and any other training materials ***created by UFA*** and used for training.

Schedule 13
Risk Management Records

Series Name
UFA 13-005
Retention Grade
5

Records in this Schedule	State Reference	Notes
OSHA 300 Log, 300A Summary		Formerly UFA 19-007

Title and Description of Record
OSHA 300 Log, 300A Summary- You must save the OSHA 300 Log, the privacy case list (if one exists), the annual summary forms for 5 years following the end of the calendar year that these records cover. (Section 1094-33 OSHA Retention and Updating)

Schedule 13
Risk Management Records

Series Name
UFA 13-012
Retention Grade
12

Records in this Schedule	State Reference	Notes
Accident Investigation Reports	For insurance Claim Purposes- Keep for 12 Years	
Insurance Claim Reports	GRS-2010	Formerly UFA 19-004
Loss Control Inspection Reports	GRS-199	Formerly UFA 19-006
Worker Compensation Case Files	GRS-1938	Formerly UFA 19-008

Title and Description of Record

Accident Investigation Records-These records document accidents involving UFA employees. They include reports, photos, and other forms. Incidents reports may include police record and in-house investigation and photos.

Insurance Claim Reports-These reports are used for the reference and generation of claims filed on behalf of the UFA.

Loss Control Reports-Each year an agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds. If the agency completes this report, they can get a discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim.

Worker Compensation Case Files-Records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made. See Utah Code 34A-2 for Worker's Compensation Act. This file will contain the report of injury and all other necessary documentation. (The state is the holder and will retain for 75 Years)

Schedule 13
Risk Management Records

Series Name
UFA 13-015
Retention Grade
15

Records in this Schedule	State Reference	Notes
Insurance Policy Files/Contracts	GRS-942	Formerly UFA 19-003

Title and Description of Record
Insurance Policy Files/Contracts -These are insurance policy contracts between UFA and private insurers. Retain for 15 years after expiration of policy and settlement of all claims. <u>AFTER EXPIRATION OF CONTRACTUAL AGREEMENT, RETAIN 15 YEARS, THEN DESTROY.</u>

Schedule 13
Risk Management Records

Series Name
UFA 13-020
Retention Grade
20

Records in this Schedule	State Reference	Notes
Liability Risk Management Files	GRS-2013	Formerly UFA 19-005

Title and Description of Record
Liability Risk Management Files -These case files document the reporting, investigation, and settlement of liability claims filed against UFA. <u>Retain for 20 years after case is closed.</u>

Schedule 13
Risk Management Records

Series Name
UFA 13-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Transitory Correspondence	GRS-1759	Formerly UFA 2-005
Working Files	GRS-1684	Formerly UFA 2-016

Title and Description of Record

Transitory Correspondence-Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, *including email*, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

Working Files-These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

Schedule 13
Risk Management Records

Series Name
UFA 13-075
Retention Grade
75

Records in this Schedule	State Reference	Notes
Exposure Reports	GRS-454	Formerly UFA 19-002
Worker Compensation Case Files	GRS-1938	Formerly UFA

Title and Description of Record

Exposure Reports-This report is completed when a firefighter is exposed to blood borne pathogens, toxic fumes, smoke, or chemicals during the course of firefighting. It is used to verify exposure in case of illness. It includes employee's name, position, station, address where injury occurred, occupancy type, date and time of exposure, incident number, description of exposure, duration of exposure, symptoms present, date and signature of employee, and date and signature of supervisor. **Retain for 30 Years after termination of employment.** 29CFR 1910. 1020(d)(1)(i)(1997) (Records maintained in Employee Health Record File follow UFA 13-ADMIN)

Worker Compensation Case Files-Records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made. See Utah Code 34A-2 for Worker's Compensation Act. This file will contain the report of injury and all other necessary documentation. (The state is the holder and will retain for 75 Years)

Schedule 14
Special Enforcement Records

Series Name
UFA 14-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
K-9 Records		Formerly UFA 14-006

Title and Description of Record
K-9 Records -Canine Evaluation Certifications, check-off evaluations, vaccination records, chip records, and any other veterinary health records. <i>Retain for 3 years after death or transfer of ownership.</i>

Schedule 14
Special Enforcement Records

Series Name
UFA 14-005
Retention Grade
5

Records in this Schedule	State Reference	Notes
Evidence Records	COG 16-18	Formerly UFA 14-001

Title and Description of Record

Evidence Records-These records document the use and location of items in evidence. They include tags on property and file card and may also include evidence release authorization cards. **Retain for 5 years if file is not part of an active investigation or prosecution. Classified as Protected**

Schedule 14
Special Enforcement Records

Series Name
UFA 14-007
Retention Grade
7

Records in this Schedule	State Reference	Notes
Investigation Reports	GRS-1234	Formerly UFA 14-005

Title and Description of Record

Investigation Reports-These reports are completed daily and monthly on all fire investigations. They are used for investigative purposes and for identifying trends in arson incidents. They include date and time of investigations, fires investigated, cause of fire, whether arrests are made, time spent in court and/or special investigations, training received, flammable liquid and hazardous chemical incidents, tank inspections, consultations, and any special assignments completed. ***Retain 7 years if annual report is complied . If there is no annual report, this must be retained permanently.*** These are protected records.

Schedule 14
Special Enforcement Records

Series Name
UFA 14-010
Retention Grade
10

Records in this Schedule	State Reference	Notes
Investigation Case Files/Non-Fatal Fire	GRS-459	Formerly UFA 14-004

Title and Description of Record

Investigation Case Files-These case files document nonfatal fire investigations. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake an investigation. See also Fatal Fire Investigation Case Files." ***Retain for 10 years or to the end of any related litigation, whichever is greater.***

Schedule 14
Special Enforcement Records

Series Name
UFA 14-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Expunged Records	<i>DISCONTINUED</i>	Formerly UFA 14-002
Transitory Correspondence	GRS-1759	Formerly UFA 2-005
Working Files	GRS-1684	Formerly UFA 2-016

Title and Description of Record

Expunged Records-A person who has been convicted of a crime may petition the court for an order to expunge records of arrest, investigation, detention, or conviction (UCA 77-40-103) (2014). To "expunge" means to seal or otherwise restrict access to records held by the agency that relate to the petitioner's arrest, criminal investigation, detention, and conviction (UCA 77-40-102 (8))(2017). A successful petitioner is responsible for distributing the court order to all affected agencies, so the agency may seal the records. An expunged record includes the sealed records along with the court order.

Transitory Correspondence-Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, *including email*, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

Working Files-These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

Schedule 14
Special Enforcement Records

Series Name
UFA 14-PERM
Retention Grade
PERMANENT

Records in this Schedule	State Reference	Notes
Fatal Fire Investigation Case Files	GRS-469	Formerly UFA 14-003

Title and Description of Record

Fatal Fire Investigation Case Files-These case files document all investigations into fires causing fatalities. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake a complete investigation.

Schedule 15
Special Operations Records

Series Name
UFA 15-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
K-9 Records		Formerly UFA 14-006

Title and Description of Record
K-9 Records -Canine Evaluation Certifications, check-off evaluations, vaccination records, chip records, and any other veterinary health records. <i>Retain for 3 years after death or transfer of ownership.</i>

Schedule 15
Special Operations Records

Series Name
UFA 15-004
Retention Grade
4

Records in this Schedule	State Reference	Notes
USAR/Wildland Financial Records	FED 200.333	Formerly UFA 20-001

Title and Description of Record

USAR/Wildland Financial Records- Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Unless action is pending on these records, they can be discarded appropriately. ***If any claim, litigation or other pending action remains on the Cooperative Agreement, this retention period will be extended and all records associated with this action shall be retained until the pending action or litigation is resolved.***

If the task force Sponsoring Agency has a longer retention period for records, the task force may retain the records for the longer period, as required by the Sponsoring Agency's policies.

Schedule 15
Special Operations Records

Series Name
UFA 15-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
All Other Records	Follow UFA General F	
Transitory Correspondence	GRS-1759	Formerly UFA 2-005
Working Files	GRS-1684	Formerly UFA 2-016

Title and Description of Record

All Other Records-Follow UFA General Retention Schedule with all other records

Transitory Correspondence-Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, *including email*, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

Working Files-These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.