

## Aging Services

Program	Record Title	Description	Retention	Classification	Comments	Schedule #
Active Aging	Evidence-Based Class Records	These are records of senior clients who attend classes that are funded by a grant and general information about the class.	1 year	Exempt (45 CFR Parts 160, 162, 164)	Approved and Updated by Salt Lake County RIM Committee 3/28/2025	AG-036
Active Aging	Kitchen and Food Documentation	These records are kept for Health Department inspections and includes refrigerator temp logs, food temp logs, sanitation logs, thermometer calibration logs, and Health Department inspection Reports.	1 year or until a new inspection report is provided by the Health Department	Public	Approved by Salt Lake County RIM Committee 3/28/2025	AG-111
Active Aging	Membership Forms	These are forms that are completed by new participants to join Senior Centers. They include demographic, emergency, and health data, as well as a waiver of liability and media release. The intake information is entered into the division database, and participants submit updated copies every two years.	2 years	Private	Approved by Salt Lake County RIM Committee 3/28/2025	AG-112
Active Aging	Quality Assurance Check Reports	These records include the annual Quality Assurance Check Report for each senior center and any related documentation.	1 year or until administrative need ends	Public	Approved by Salt Lake County RIM Committee 3/28/2025	AG-113
Active Aging	Senior Center Contractor Scoring Sheets	Scoring forms which are used to rate Senior Center Contractor proposals to calculate if proposals are recommended for approval.	30 days after final decision is announced	Public	Approved by Salt Lake County RIM Committee 3/28/2025	AG-114
Administration	Background Check Records	This file documents the criminal background checks through the Bureau of Criminal Identification that are completed on employees and volunteers.	5 years after employee or volunteer becomes inactive	Private	Maintain in separate file. Records are retained electronically. Approved and Updated by Salt Lake County RIM Committee 3/28/2025	AG-085
Administration	Bank Records	These are statements for stipend and petty cash checking accounts. They show the money on deposit in Aging Services for both accounts. Includes the date, account number, name of bank, total deposit and drafts. Also includes cancelled checks and voided checks.	6 years after DHHS makes the last payment on the contract	Public	Retention in accordance with DHHS contract requirements. Approved and Updated by Salt Lake County RIM Committee 3/28/2025	AG-008
Administration	Budget Preparation Notes	These reports are forecasts of expenditures. They are used in the application process for funds from county and federal agencies. Includes fiscal budget, county auditor's reports, all Division programs' budgets, work-up sheets, cost estimates, and rough data accumulated in the preparation of annual budget estimates with the related correspondence and documentation for approval of final budget.	5 years after close of budget year	Public	Approved by GRAMPA 06/19/2002	AG-009
Administration	Candidate Days	Signup sheet for election candidates to visit senior centers, calendar of events.	1 year or until administrative need ends	Public	Approved by Salt Lake County RIM Committee 3/28/2025	AG-115
Administration	Client Management Database	This is the database used to manage all clients, service units, provider data, referrals, and reports for the Division and includes client demographic and	6 year or until administrative need ends.	Private	Retention in accordance with DHHS contract requirements. Approved and Updated by Salt Lake County RIM Committee 3/28/2025	AG-028

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		HIPAA data. Some ancillary data may be retained in Excel or Smartsheet.				
Administration	Contracts	These are contracts for goods or services, as well as revenue-producing contracts, between Aging Services and various contractors.	6 years after contract expires	Public	Records are retained electronically. Approved by GRAMPA 06/19/2002	AG-010
Administration	Council for the Aging Minutes	These minutes document the actions and decision of the committee. They may also include an official agenda.	Permanent	Public	Approved by GRAMPA 06/19/2002	AG-101
Administration	Deposit Reconciliation Forms	These are the daily deposits of the Division. Includes the breakdown of daily deposits, bank cashier's slips showing the amount, date, and location of deposit donations into the main account.	4 years	Public	Approved and Updated by Salt Lake County RIM Committee 3/28/2025	AG-016
Administration	Deposit Reconciliation Forms	These are the daily deposits of the Division. Includes the breakdown of daily deposits, bank cashier's slips showing the amount, date, and location of deposit donations into the main account.	4 years	Public	Approved by GRAMPA 06/19/2002	AG-011
Administration	Directors Policy Correspondence	These are records that document how the office is organized and how it functions; its pattern of action, its policies, procedures, decision making information, and achievements.	Permanent	Public	Duplicates; maintain current year a 1 year previous Approved by GRAMPA 06/19/2002	AG-001
Administration	Donation Tracking	These records include Declaration of Donation forms for donations requiring Mayoral or Council approval, as well as a donation tracking spreadsheet.	1 year or until administrative need ends	Public	Donation tracking spreadsheet is maintained electronically. Approved by Salt Lake County RIM Committee 3/28/2025	AG-116
Administration	Employee Recognition	Recognition awards are given to employees on a regular basis who have been recognized by a peer. Each award either gives paid time off or a monetary or token award.	2 years	Public	Approved by GRAMPA 05/21/2003	AG-105
Administration	Family Medical Leave Act (FMLA)	These records contain requests that fall under the FMLA guidelines. They are kept at the Division level and are considered private as they contain medical documentation.	3 years after FMLA ends	Private UCA 63G-2201(1)(b) (2011)	These records are maintained at the division/agency level, not at HR, and are retained in accordance with record schedule HR-055. Approved and Updated by Salt Lake County RIM Committee 3/28/2025	AG-117
Administration	General Correspondence	These are records of a general facilitative nature created or received in the course of administering programs. Includes activity reports.	2 years	Public	Approved by GRAMPA 06/19/2002	AG-002
Administration	Giving Tree	Documentation includes information on clients referred to this sponsorship program (including name, client ID, gender, age, telephone number, address, program, case manager), description of requested gifts, and gift tracking.	1 year or until administrative need ends	Private	This information is retained electronically. Approved by Salt Lake County RIM Committee 3/28/2025	AG-118

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Program	Record Title	Description	Retention	Classification	Comments	Schedule #
Administration	Interview letters & Correspondence Records	These are interview records with prospective employees. They include correspondence, reports, questions, notes, and test scores.	1 Year	Public	Described in 29 CFR 1602.14 2002. Approved by GRAMPA 06/19/2002	AG-100
Administration	Invoices	These records document the procurement of goods and services and include the purchase requests. They are usually part of the Accounts Payable or Purchase Order files. Includes date, number of items received, description of items, invoice number, purchase order number, vendor, unit and total prices of the goods.	6 years after DHHS makes the last payment on the contract	Public	Retention in accordance with DHHS contract requirements. Approved and Updated by Salt Lake County RIM Committee 3/28/2025	AG-013
Administration	Legislative Working Files	These files document legislative issues that concern aging, both past and present. They contain copies of legislative bills, research materials, correspondence, reports, minutes, and other reference documents.	10 years	Private	Approved by GRAMPA 05/21/2003	AG-032
Administration	Medicaid Waiver Administration Billings	This is the billing and reports that show payroll distribution on administration Waiver time. Includes the letter showing breakdown of costs.	7 years	Public	Approved by GRAMPA 06/19/2002	AG-017
Administration	Motor Vehicle Record Checks	These records document the results of Motor Vehicle Record checks performed on employees and volunteers in safety sensitive positions.	1 year	Private	Approved by Salt Lake County RIM Committee 3/28/2025	AG-119
Administration	Petty Cash Forms & Vouchers	This is the request for change or establishment of petty cash or imprest funds. It contains all information necessary to change or establish a fund and information regarding agent cashier and custodian. Petty cash vouchers are attached to the request for reimbursement for petty cash. The request is maintained as part of the invoice and accounts payable file under the name of the fund custodian.	6 years after DHHS makes the last payment on the contract	Public	Retention in accordance with DHHS contract requirements. Approved and Updated by Salt Lake County RIM Committee 3/28/2025	AG-020
Administration	Provider Billings	These are financial records to document payments to providers of services.	6 years after DHHS makes the last payment on the contract	Public	Retention in accordance with DHHS contract requirements. Copies signed by case manager should be maintained for one year. originals sent to Administration for processing and retention. Approved and Updated by Salt Lake County RIM Committee 3/28/2025;	AG-057
Administration	Revenue Contract Files	These files define the function of revenue contracts and are reference for monthly, quarterly, and yearly billings for Division programs. Include copy of the revenue contract and bill, billings backup, and verification of receipts and checks.	6 years after DHHS makes the last payment on the contract	Public	Retention in accordance with DHHS contract requirements. Approved and Updated by Salt Lake County RIM Committee 3/28/2025	AG-022
Administration	State Remittance Statements	These are financial records that contain copies of Medicaid waiver forms and document medical services performed for patients.	6 years after DHHS makes the last	Public	Retention in accordance with DHHS contract requirements. Approved and	AG-096

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			payment on the contract		Updated by Salt Lake County RIM Committee 3/28/2025	
Administration	Stipend Payroll Reports	These financial records document Foster Grandparent and Senior Companion stipends paid and include the station report, check register, check control logs, check logbooks, mileage records, phone and travel reimbursements.	3 years	Public	Used for administrative purposes only. The FGP/SCP grant terminated 06/30/2024. Approved by GRAMPA 06/19/2002	AG-023
Administration	Terminated Personnel Files	This is the agency copy of employees personnel file including pay and leave history, correspondence, copies of application form and credentials, training, and evaluations.	1 year after termination	Public: UCA 63G-2-301(1)(b)	Originals are maintained by Personnel. Shred when retention met. Approved by GRAMPA 06/19/2002	AG-025
Administration	Travel Request & Expenditures Reports	These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation requests, hotel reservations, and supporting documentation.	4 Years	Public	Approved by GRAMPA 06/19/2002	AG-005
Community Engagement	CNCS Grant Records	These records document federal grants received from the Corporation for National Service. It includes the application, notice of award, progress reports, and supporting documentation. These grants have a 3 year grant cycle.	3 years after end of grant period, or until all litigation, claims or audit findings have been resolved	Public	All records relating to the FGP/SCP Programs are governed under the regulations of the Grant Management Handbook number 2650.2. Grant not renewed after 06/30/2024. Approved by GRAMPA 05/21/2003	AG-048
Community Engagement	Medicare Enrollment Documentation	Documentation containing client information when being enrolled in a new Medicare plan, and may include name, address, DOB, and medical information.	3 years after submission of final SHIP grant report	Private	This information is entered into a federal database, which meets the ACL retention requirement. Approved by Salt Lake County RIM Committee 3/28/2025	AG-120
Community Engagement	Minutes	These are records of the individuals that participate in the program. Includes interview notes, application, volunteer information for Aging Services, copy of driver's license and insurance, signed code of conduct, release, waiver, BCI form completed, conflict of interest agreement, job description volunteer agreement, reference check, certificates of training, certifications; recertifications, confidentiality agreement, supervisory reports, correspondence, recognition, and roundtable in-service log.	5 years after volunteer becomes inactive	Private	Approved and Updated by Salt Lake County RIM Committee 3/28/2025	AG-084
Community Engagement	Past SCP Placement Files	These are records of individuals that have been placed as Senior Companions in the past. They are used for reference and administration. These grants have a 3 year grant cycle.	3 years after end of grant period, or until all litigation, claims or audit findings have been resolved.	Public Secondary: Protected UCA 63G- 2-305(50) (2012)	All records relating to the FGP/SCP Programs are governed under the regulations of the Grant Management Handbook number 2650.2. Grant not renewed after 06/30/2024. Approved by GRAMPA 05/21/2003	AG-049
Community Engagement	Volunteer Personnel Files	These are employment files for volunteers in the FGP and SCP programs. They include all records	3 years after end of grant period, or until	Private	All records relating to the FGP/SCP Programs are governed under the	AG-051

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		relating to their work; correspondence, memos, any financial information, applications, training, and other relevant data. These grants have a 3 year grant cycle.	all litigation, claims or audit findings have been resolved.		regulations of the Grant Management Handbook number 2650.2. Grant not renewed after 06/30/2024. Approved by GRAMPA 05/21/2003	
Division-wide	Contract Correspondence	This is documentation between programs and service providers concerning issues relative to the contracts.	6 years after contract expires	Private	To be forwarded to Administration at the close of contract and kept with the original contracts. Approved and Updated by Salt Lake County RIM Committee 3/28/2025	AG-064
Division-wide	Meeting Minutes	These are the records of regular staff meetings for the programs. These records usually include agenda, internal memoranda, notes, and informal minutes.	2 years	Public	Approved by GRAMPA 05/21/2003	AG-091
Independent Aging	Nutrition Committee	These are minutes of the special meetings of the committee regarding functions and operations of the division's congregate meal program.	2 years	Public Protected (minutes of closed meetings)	Approved by GRAMPA 05/21/2003	AG-089
Independent Aging	Staff Meeting	This is a monthly report submitted to the State by the 10th of each month. It includes number of meals served the previous month including Congregate and Home Delivered meals.	Maintain until administrative need ends	Public	Approved by GRAMPA 05/21/2003	AG-093
Outreach	Outreach Referrals	Client referrals made to Outreach through Smartsheet, and may include name, address, phone number, DOB, gender, and a narrative of client concern(s) and need(s) for assistance.	1 year or until administrative need ends	Private	This information is retained electronically. Approved by Salt Lake County RIM Committee 3/28/2025	AG-121
Supported Aging	Client Chart Review Reports	These reports document the findings from monthly client chart reviews performed on open client charts by an internal review committee.	2 years	Private	Approved by Salt Lake County RIM Committee 3/28/2025	AG-122
Supported Aging	Closed Client Files	These case files document participation of individuals in Supported Aging programs. Files may include assessments, care plans, eligibility, case notes, and review information. Records also include referrals to the Client Services Review Committee, incident reports, backup documentation, and letters to clients regarding the denial, suspension, or termination of certain services.	6 years following the last date of service	Public	Retention in accordance with DHHS contract requirements. Approved and Updated by Salt Lake County RIM Committee 3/28/2025	AG-062
Supported Aging	Closed Intakes	These records consist of information for interested individuals who were determined ineligible for the Alternatives Program through the intake process.	1 year	Private	These intakes are retained electronically and are not entered into the division database. Approved by GRAMPA. 05/21/2003	AG-054
Supported Aging	State Aging Waiver Memos	These records are correspondence regarding the Aging Waiver program on issues of eligibility, audits, billings and other aspects of the program.	6 years after DHHS makes the last payment on the contract	Public	Retention in accordance with DHHS contract requirements. Approved and Updated by Salt Lake County RIM Committee 3/28/2025	AG-097