# Retention and Classification Report

**Agency:** Utah Counties Indemnity Pool (Utah) (3247)

5397 South Vine
Murray, UT 84107
801-307-2113

**Records Officer:** _____

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| 26123 | Audit records and financial statements |
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**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 26123 3
**TITLE:** Audit records and financial statements
**DATES:** 1992-
**ARRANGEMENT:** Chronologically by date.
**ANNUAL ACCUMULATION:** 1.00 cubic foot.
**DESCRIPTION:**

Audit records include all financial and claims audits performed by outside auditors. Financial statements include in-house prepared quarterly financial statements of the financial affairs of the Utah Counties Indemnity Pool and an accounting of all income and expenditures in relationship to adopted budgets.

**RETENTION:**

Permanent. Retain for 15 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

**AUTHORIZED:** 10-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s).

These records have historical value because they provide evidence of significant policy formulation and business processes of the government.

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 26123
**TITLE:** Audit records and financial statements

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(3)

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 26105 3
**TITLE:** Board of Directors meeting minutes and recordings
**DATES:** 1992-
**ARRANGEMENT:** Chronologically by date.
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

These records are minutes of regular and special meeting of the UCIP Board of Directors. They are used to document the actions and decisions of the Board pursuant to their official duties. All related materials are attached to the minutes as the official record.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 26105
**TITLE:** Board of Directors meeting minutes and recordings

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(32)

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 30063 3
**TITLE:** Bylaws
**DATES:** 1992-
**ARRANGEMENT:** Chronological.
**DESCRIPTION:**

These records include the agency bylaws and all addendums.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Constitution and bylaws, GRS-43.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).

These records are considered historical because they retain their importance for documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies despite the passage of time.

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 30063
**TITLE:** Bylaws

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2021.

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 26024 3
**TITLE:** Claims records
**DATES:** 1992-
**ARRANGEMENT:** Alphabetically by county thereunder chronologically by date.
**ANNUAL ACCUMULATION:** 5.00 cubic feet.
**DESCRIPTION:**

Claims records are all records associated with claims made against members of UCIP and referred to UCIP.

**RETENTION:**

Retain for 20 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after last recorded activity and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

**APPRAISAL:**

These records have fiscal, and/or legal value(s).

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(24)

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 26026 3
**TITLE:** Claims-made insurance policies
**DATES:** 1992-
**ARRANGEMENT:** Alphabetically by county thereunder chronologically by date
**ANNUAL ACCUMULATION:** 1.00 cubic foot.
**DESCRIPTION:**

These records contain copies of claims-made excess, joint purchase and reinsurance insurance policies. These policies designate what is covered and what is excluded. A claims-made policy requires that the claim be presented to the insurance company during the policy period.

**RETENTION:**

Retain for 15 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years after expiration of any tail coverage and then destroy.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have fiscal value(s).

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 26026
**TITLE:** Claims-made insurance policies

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(24)

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 30064 3
**TITLE:** Contracts
**DATES:** 1992-
**ARRANGEMENT:** Chronological.
**DESCRIPTION:**

These records include any contract, including any written agreement, memorandum of understanding, or other instrument outlining the terms of any agreement outlining the terms that the governmental entity has entered into.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series are authorized by the political subdivision.

**APPROVED:** 12/2020. Utah Counties Indemnity Pool Retention Policy

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after expiration of contractual agreement and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 6 years and then delete.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(6) (2020)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on.

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 30062 3
**TITLE:** Interlocal Agreements
**DATES:** 1992-
**ARRANGEMENT:** Alphabetical by county, thereunder chronological by date.
**DESCRIPTION:**

These records include Articles of Incorporation and Interlocal Cooperation Agreements between members, and records relating to creation.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).

These records are considered historical because they provide evidence of governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues, as well as the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 30062
**TITLE:** Interlocal Agreements

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2021.

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 26029 3
**TITLE:** Loss prevention records
**DATES:** 1995-
**ARRANGEMENT:** Alphabetically by county thereunder chronologically by year.
**ANNUAL ACCUMULATION:** 3.00 cubic feet.
**DESCRIPTION:**

These records contain loss prevention inspections, information about training, recommendations to members, and information about any other activities related to loss prevention.

**RETENTION:**

Retain for 12 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Computer data files: Retain in Office for 12 years and then delete.

**APPRAISAL:**

These records have fiscal value(s).

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 26029
**TITLE:** Loss prevention records

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(24)

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 26121 3
**TITLE:** Occurrence-based insurance policies
**DATES:** 1992-
**ARRANGEMENT:** Alphabetically by county thereunder chronologically by date.
**ANNUAL ACCUMULATION:** 1.00 cubic foot.
**DESCRIPTION:**

These records contain copies of excess, joint purchase and reinsurance insurance policies. These insurance policies designate what is covered and what is excluded. Occurrence-based policies do not restrict the time frame in which claims can be made.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

Since occurrence-based policies do not restrict the time frame in which claims can be made the series is needed in the office permanently.

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 26121
**TITLE:** Occurrence-based insurance policies

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(24)

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 26122 3
**TITLE:** Personnel files
**DATES:** 1992-
**ARRANGEMENT:** Alphabetically by surname.
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

These records contain complete work history of an individual (excluding medical/psychological information) while employed by UCIP. The employee's personnel file shall be subject to the rules governing personnel files. The file typically includes applications for employment, employment eligibility certification records, Form 1-9 and other documents required by the U.S. Citizenship and Immigration Services, personnel actions, corrective action plans, notices of disciplinary action, new employee orientation information, performance plans and evaluations, letters of appreciation/commendation, separation and leave without pay records, employee benefits notification forms for PEHP and URS, training certifications, leave and time records, copies of any documents affecting the employee's conduct, status or salary, etc.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 65 years or until 3 years after death or retirement and then destroy.

Computer data files: Retain in Office for 65 years or until 3 years after date of death and then delete.

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 26122
**TITLE:** Personnel files

(continued)

**APPRAISAL:**

These records have administrative, and/or legal value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (1)(e) (2008)

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 30065 3
**TITLE:** Requests for proposals
**DATES:** 1992-
**ARRANGEMENT:** Chronological.
**DESCRIPTION:**

These records are bids and proposals to provide products or services for a governmental entity. Information includes preliminary requirements for a procurement for a commodity or service.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Request for proposal records, GRS-1991.

**AUTHORIZED:** 12-21-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after end of project or program and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 6 years and then delete.

**APPRAISAL:**

These records have fiscal value(s).

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 30065
**TITLE:** Requests for proposals

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-205(6) (2020)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2021.

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 26027 3
**TITLE:** Underwriting records
**DATES:** 1992-
**ARRANGEMENT:** Alphabetically by county and thereunder chronologically by date
**ANNUAL ACCUMULATION:** 2.00 cubic feet.
**DESCRIPTION:**

Underwriting records contain financial data and information about member exposures such as values of buildings, automobiles and all other member property, complete lists of member expenditures, etc. This information is used to market the annual excess/reinsurance policies and to establish the rating structure and rates for member's annual contributions.

**RETENTION:**

Retain for 15 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after close of underwriting period and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Computer data files: Retain in Office until administrative value has been met and then delete.

**APPRAISAL:**

These records have fiscal value(s).

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 26027
**TITLE:** Underwriting records

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(24)

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 26028 3
**TITLE:** Underwriting records, agency placement for members
**DATES:** 1992-
**ARRANGEMENT:** Alphabetically by county thereunder chronological by date
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

These records pertain to property and liability exposures not covered under coverage addendums and/or reinsurance policies. Some examples are airport and aircraft liability, surety bonding, course of construction, third party events held in member owned facilities.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after expiration of policy and then destroy.

Computer data files: Retain in Office until administrative value has been met and then delete.

**APPRAISAL:**

These records have administrative, and/or legal value(s).

**AGENCY:** Utah Counties Indemnity Pool (Utah)

**SERIES:** 26028
**TITLE:** Underwriting records, agency placement for members

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(24)

**SECONDARY DESIGNATION(S):**

Public