

Volunteer

Program	Record Title	Description	Retention	Classification	Comments	Schedule #
Volunteer Services Program	Annual Volunteer Reports	These reports document the actions, accomplishments, and activities of the previous year. They are used to both provided program accountability and to give a historical perspective. They include statistics, reports, graphs, and assessment forms.	Permanent	Public	Approved by GRAMPA 5/19/2005.	VL-001
Volunteer Services Program	Financial Records	These records document the expenses of the Volunteer Program and are used to pay bills. The secondary use is to document past activities and are used in future budget planning. The records include expenses related to document such as receipts, correspondence, requisition order forms, faxes, invoices, price lists, and other financial documentation.	4 years	Public	Approved by GRAMPA 5/19/2005.	VL-002
Volunteer Services Program	Volunteer Program Records	These records document the function and organization of the Volunteer Services Program. They include the applications and resumes, board and commission membership database, correspondence, training materials and awards information. May also include disclosure/conflict of interest documents and contracts/sexual harassment statements. Disclosure/conflict of interest documents and contracts/sexual harassment statements may also be retained by the board liaison.	Maintain until updated or administrative need ends	Primary: Public Secondary: Protected UCA 63G-2-305(50)	Protected information includes home address, home telephone number, cell number, and email address. Approved by GRAMPA 4/18/2013	VL-003
Volunteer Services Program	Volunteer Records	These records document appointments of individuals to county boards and commissions. They include application forms, accompanying resume; disclosure/conflict of interest document, and contracts/sexual harassment statements. They are used for reference and administrative purposes.	1 year after volunteer has left position	Primary: Public Secondary: Protected UCA 63G-2-305(50)	Protected information includes home address, home telephone number, cell number and email address. The 1 year retention is recommended by the DA's office to cover Workers Compensation claims. Approved by GRAMPA 4/18/2013	VL-004