

ZoomGrants System Retention Record

Record Title	Description	Retention	Classification	Comments	Schedule #
Awarded Applications	These records include organization summary information, pre-application, application questions, budgets, attached public documents, attached links, correspondence through the activity log, correspondence through extra questions and internal research of applications funded by the County.	6 years after the contract expires.	Protected UCA 63G-2-305(2)(a)	Home addresses and telephone numbers are Protected. Approved by GRAMPA 9/20/2017	ZG-001
Unsuccessful Applications	These records include organization summary information, pre-application, application questions, budgets, attached documents, attached links, correspondence through the activity log, correspondence through extra questions and internal research of applications not funded by the County.	3 years after rejection.	Protected UCA 63G-2-305(2)(a)	Home address and telephone number are Protected. Approved by GRAMPA 9/20/2017	ZG-002
Committee Scoring	These records include committee member's application scores and ranking.	Retain for 3 years from applications due date.(applications accepted up to the end of contract)	Protected UCA 63G-2-305(2)(a)	Committee member names Protected Approved by GRAMPA 9/20/2017	ZG-003
Committee Discussion	Committee member's comments and public discussion tools.	Retain until final approval of the designated authority.	Protected UCA 63G-2-305(2)(a)	Personal comments are protected Approved by GRAMPA 9/20/2017	ZG-004
Reports	These records include all reports (quarterly grant reports required by federal regulation, annual reports, uploaded documents) completed or uploaded into ZoomGrants.	6 years after the contract expires.	Public	Approved by GRAMPA 9/20/2017	ZG-005
Payments	These records include all financial documents uploaded or entered into ZoomGrants for organizations funded by the County.	6 years after the Contract expires.	Public	Approved by GRAMPA 9/20/2017	ZG-006
Contracts/Amendments	These records include applicant contracts, exhibits, attachments and electronic signatures.	6 years after the contract expires.	Public	Approved by GRAMPA 9/20/2017	ZG-007