

Municipal election records (GRS-1019)

Utah General Retention Schedule

Description

These records document primary and general elections administered by a municipality. They are used to verify that elections were held in accordance with statute. All records required in elections are included except ballots, returns, canvasses, and campaign financial disclosure statements, which have separate retention schedules.

Retention and Disposition

Retain for 22 months, and then destroy records.

Appraisal

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

Appraisal Note

Retention is based on Utah Code 20A-4-202 (2)(b)(2018).

Categories

Clerk

Effective

04/2018

Previous Schedule Number

MUN-18-14