

# Retention and Classification Report

**Agency:** Department of Commerce. Office of the Homeowners' Association Ombudsman  
(5704)

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**Records Officer:** \_\_\_\_\_

31311	General correspondence
31292	HOA Registrations
31293	Opinions
31421	Public outreach and publications

**AGENCY:** Department of Commerce. Office of the Homeowners' Association Ombudsman

**SERIES:** 31311

3

**TITLE:** General correspondence

**DATES:** 2025-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are designated as "Information Only" and contain general correspondence that does not pertain to any particular case file. They are created to answer general homeowner association questions from homeowners, lot owners, unit owners, associations of lot owners, and/or associations of unit owners. These records may originate on electronic mail, or other media and are filed separately from individual case files. Records may include information received for newsletter mailing list, information from a homeowner, lot owner, unit owner, an association of lot owners, or an association of unit owners requesting the Office of the Homeowners' Association Ombudsperson contact the homeowner, lot owner, unit owner, association of lot owners, or association of unit owners. Under Utah Code 63A-19-401.1 (2025), the Utah Department of Commerce hereby discloses this record series includes personal data. Personal data that may be contained within a Division application: The homeowner, lot owner, unit owner, association of unit owners, and/or association of lot owners' name, phone number and/or email address. Purpose for collecting: The Division may collect personal data for the purpose of identifying a member of the public to provide follow-up contact and communication regarding general questions or concerns Statute citation reference to collect personal data: Utah Code 13-79-101 through 104 (2025).

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

**AUTHORIZED:** 11-30-2018

**AGENCY:** Department of Commerce. Office of the Homeowners' Association Ombudsman

**SERIES:** 31311

**TITLE:** General correspondence

(continued)

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 2 years and then delete.

Paper: Retain in Office for 60 days and then destroy provided documents have been scanned.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-301 (2025)

**AGENCY:** Department of Commerce. Office of the Homeowners' Association Ombudsman

**SERIES:** 31292

3

**TITLE:** HOA Registrations

**DATES:** 2025-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The association shall file a registration application with the office and file a renewal application annually. Under Utah Code 63A-19-401.1 (2025), the Utah Department of Commerce hereby discloses this record series includes personal data. Personal data that may be contained within a Division application: The Office collects name, address, telephone number, and email address of the chair of the association board and also collects name, address, telephone number, and email address of the manager, management committee members, Board of Directors, or trustees of the association. Purpose Information is Collected: to promote transparency for homeowners and others seeking information regarding Homeowner Association management and governance through the Utah HOA Registry. Statute citation reference to collect personal data: Utah Code 57-8a-105 (2025) and Utah Code 57-8-13.1 (2025)

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Business license registers and indexes, GRS-289.

**AUTHORIZED:** 08-20-2019

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal value(s).  
These records have historical value based on their contribution to knowledge and understanding of the people and communities of our state.

**AGENCY:** Department of Commerce. Office of the Homeowners' Association Ombudsman

**SERIES:** 31292

**TITLE:** HOA Registrations

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Office of the Homeowners' Association Ombudsman

**SERIES:** 31293

3

**TITLE:** Opinions

**DATES:** 2025-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records may include information from a homeowner, lot owner, unit owner, an association of lot owners, or an association of unit owners requesting an advisory opinion. Under Utah Code 63A-19-401.1 (2025), the Utah Department of Commerce hereby discloses this record series includes personal data. Personal data that may be contained within a Division application: The homeowners name, address, phone number and email address. The corresponding HOA's contact information, which can include HOA board members, property managers and/or staff. Personal data may also include other homeowners' information which may be provided by the applicant as part of the opinion request. Purpose Information is Collected: The Division gathers information to provide written advisory opinions regarding issues of state law affecting homeowners and their associations. Statute citation reference to collect personal data: Utah Code 13-79-103 (2025)

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Formal opinion records, GRS-1722.

**AUTHORIZED:** 06-01-2015

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office for 60 days or until scanned and then destroy.

**AGENCY:** Department of Commerce. Office of the Homeowners' Association Ombudsman

**SERIES:** 31293

**TITLE:** Opinions

(continued)

**APPRAISAL:**

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

These records have historical value per GRS-1722 (8/2025)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Office of the Homeowners' Association Ombudsman

**SERIES:** 31421

3

**TITLE:** Public outreach and publications

**DATES:** 2025-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains publications created by, or in partnership with, the Office of the Homeowners' Association Ombudsman, including pamphlets, reports, leaflets, file manuals, templates, checklists, web pages, presentations, social media posts, blog posts, and other published, posted, or processed documents and resources. These records may originate from electronic mail or other media and are filed separately from individual case files. Under Utah Code 63A-19-401.1 (2025), the Utah Department of Commerce hereby discloses this record series does not contain personal data.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

**AUTHORIZED:** 12-01-2014

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records have historical value based on their evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

**AGENCY:** Department of Commerce. Office of the Homeowners' Association Ombudsman

**SERIES:** 31421

**TITLE:** Public outreach and publications

(continued)

**PRIMARY DESIGNATION:**

Public

Utah Code 63G-2-201(2) (2025)