Retention and Classification Report

Agency: Career Service Review Office (798)

1120 State Office Building
Salt Lake City, UT 84114
801-538-3048

Records Officer: _____

09147	Annual reports
09149	Career service review board minutes
09144	Employee grievance files
09145	Executive correspondence
22398	Grievance and appeal procedures manuals
14769	Grievance files documentation
09150	Grievance procedure rules
09148	Guides for employees and employers
12593	Leave applications
12594	Leave record
09146	Legal decision case files
12591	Personnel files

AGENCY: Career Service Review Office

SERIES: 9147 3
TITLE: Annual reports
DATES: 1979-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These reports contains information pertaining to the types and numbers of grievances submitted, the agencies involved, levels of resolution, appeals, disciplinary actions, grievance issues, jurisdictional hearings, judicial review and summary of activities. The report is compiled from the Employee Grievance Files and the information is presented primarily through charts and graphs.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives.

APPRAISAL:

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

Disposition based on value in documenting the achievements, process and functions of the agency.

AGENCY: Career Service Review Office

SERIES: 9147
TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Career Service Review Office

SERIES: 9149 3
TITLE: Career service review board minutes
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are records created by the Board, including agenda and minutes which document the accomplishments and activities of this official board.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1989

FORMAT MANAGEMENT:

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

APPRAISAL:

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

Stated in the Public and Private Writing Act in the Utah State Code 78-26 the classification is in agreement.

PRIMARY DESIGNATION:

Public All open session meeting minutes

AGENCY: Career Service Review Office

SERIES: 9149
TITLE: Career service review board minutes

(continued)

SECONDARY DESIGNATION(S):

Private.	All closed session meeting minutes

AGENCY: Career Service Review Office

SERIES: 9144 3
TITLE: Employee grievance files
DATES: 1986-
ARRANGEMENT: Chronological, thereunder alphabetical by name.
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

Records originating with the review of grievance and appeals raised by agency employees, except Equal Employment Opportunity (EEO) complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, exhibits, and records relating to a reconsideration request.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grievance records, GRS-1967.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

The Employee Grievance file itself is not for public scrutiny. The office does prepare an Annual Report, however, which provides limited information to the reader. The report gives type of grievances filed, the agency involved, the level of resolution, and final disposition.

AGENCY: Career Service Review Office

SERIES: 9144
TITLE: Employee grievance files

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Career Service Review Office

SERIES: 9145 3
TITLE: Executive correspondence
DATES: 1986-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These are records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

Executive correspondence has been dealt with in the General Schedule.

PRIMARY DESIGNATION:

Public

AGENCY: Career Service Review Office

SERIES: 22398 3
TITLE: Grievance and appeal procedures manuals
DATES: 1989-
ARRANGEMENT: Chronological.
DESCRIPTION:

This manual contains information pertaining to statutory provisions, administrative rules, grievance and appeal procedures, review board, Government Records Access and Management Act (GRAMA), time frames, and glossary and are created for state employees filing grievances.

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 Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency policies, procedures, and function.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Career Service Review Office

SERIES: 14769 3
TITLE: Grievance files documentation
DATES: 1986-
ARRANGEMENT: Alphabetical by last name
DESCRIPTION:

These are memos, correspondence, employee responses, hearing summaries and notices, notes, exhibits, witnesses statements, briefs, motions, pleadings, hearings, decisions, transcripts, internal office logs, and all documentation not sealed according to UCA 67-19a-408(6) that are used in the employee grievance process. Documentation is brought to the Career Service Review Board by the employee filing the grievance and continues to be created during the grievance process. After the grievance is resolved, this documentation is no longer needed. It is used in conjunction with Record Series 9144, employee grievance files.

RETENTION:

Retain for 6 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative need as stated by the agency.

AGENCY: Career Service Review Office

SERIES: 14769
TITLE: Grievance files documentation

(continued)

PRIMARY DESIGNATION:

Private — UCA 52-4-5 (1)(a)(i) Documentation relating to Steps 1 through 4 are private.

SECONDARY DESIGNATION(S):

Public. — Documentation relating to Steps 5 and 6 are public.

AGENCY: Career Service Review Office

SERIES: 9150 3
TITLE: Grievance procedure rules
DATES: 1987-
ARRANGEMENT: Chronological
DESCRIPTION:

These are rules which are updated to reflect the changes that may occur in the Utah Code. This publication includes rules and their titles, definition of terms and appendices which discuss time frames and a glossary. This information is given to any employee, employer, or other interested party and is taken from the Utah Code and the Administrative Rules.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1989

FORMAT MANAGEMENT:

Paper: Retain in Office until updated and then destroy.

APPRAISAL:

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

AGENCY: Career Service Review Office

SERIES: 9148 3
TITLE: Guides for employees and employers
DATES: 1986-
ARRANGEMENT: Alphabetical by publication title.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

There are several guides which are published and provided to career service employees and state agencies. These provide information on the Career Service Review Board's function and purpose and also basic information regarding employee relations. Examples of such guides are: "A Guide to Supervisor-Employee Relations in Utah State Government" and "A Guide to State Employees' Grievance Procedure".

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1989

FORMAT MANAGEMENT:

Paper: Retain in Office until updated and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Career Service Review Office

SERIES: 9148
TITLE: Guides for employees and employers

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Career Service Review Office

SERIES: 12593 3
TITLE: Leave applications
DATES: 1989-
ARRANGEMENT: Chronological.
DESCRIPTION:

Applications for leave and supporting papers relating to request for and approval of employee leave.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Career Service Review Office

SERIES: 12594 3
TITLE: Leave record
DATES: 1989-
ARRANGEMENT: Alphabetical by employee name
DESCRIPTION:

This series documents the type and amount or number of hours taken by an employee during a calendar year. The function of the series is to provide payroll and accounting information. After the leave records are signed by the employee and supervisor, they are maintained in the official personnel file, series 12591.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1990

FORMAT MANAGEMENT:

Paper: Retain in Office until report is signed and transferred to employee file.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Career Service Review Office

SERIES: 12594
TITLE: Leave record

(continued)

SECONDARY DESIGNATION(S):

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

AGENCY: Career Service Review Office

SERIES: 9146 3
TITLE: Legal decision case files
DATES: 1978-
ARRANGEMENT: Alphanumerical by decision number
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

This file is the legal documentation of hearings and appeals that are filed by State employees or departments and contains only the decision information. It includes the decisions of the Hearing Officer, orders of the Career Service Review Board, appeals and motions, and mailing certificates which indicate when information was sent and to whom it was sent. The office has just recently purchased a computer system and will be putting all decisions into a data file for in-office research capabilities.

RETENTION:

Permanent. Retain for 25 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 25 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

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

These records are used for research by the public as to what decisions have been reached in the past. All Step 6 level decisions are available in the Law Library.

AGENCY: Career Service Review Office

SERIES: 9146
TITLE: Legal decision case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Career Service Review Office

SERIES: 12591 3
TITLE: Personnel files
DATES: 1980-
ARRANGEMENT: Alphabetical by employee name
DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. File should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain for 65 year(s) after separation

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 2 years after employee terminates employment and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

AGENCY: Career Service Review Office

SERIES: 12591
TITLE: Personnel files

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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