Retention and Classification Report

Agency: Utah Valley University (Utah) (1251)

800 West University Parkway
Orem, UT 84058
801-863-8156

Records Officer: _____

20992	Adverse action files
19334	American Family Life Assurance Company of Columbus files
19292	American Income Life Insurance Company files
30391	Civil case files
19418	Continuation of health insurance coverage files
19332	Copeland Companies files
24022	Distribution reports
19335	Educators Mutual Insurance Association deduction files
19284	Employment applications packet
20991	Equal Employment Opportunity discrimination complaint case f
19337	FHP Health Care insurance deduction files
19331	Fidelity group retirement plans files
19329	Great American Life Insurance Company (GALIC) deduction file
19330	Guardian Insurance and Annuity Company files
19498	Hourly time cards
19287	Jackson National Life Insurance Company files
19499	Leave adjustment reports
19500	Leave applications
24019	Monthly deduction files
19288	Oppenheimer Funds Services files
24017	Payroll registers
19501	Personal injury case files
19374	Personnel files for full-time salaried employees
20990	Position change requests and authorizations
19333	Pre-paid Legal Services, Inc. files
19289	Princor Financial Services files
27494	Program assessment reports
19336	Public Employees Health Plan (PEHP) insurance deduction file
19290	Putnam Investments files
81817	Student records
24023	Suspense accounts

19419	TIAA-Cref retirement premium reports
19741	Taxable wage earning reports
19286	Tuition waiver applications and reports
19338	Utah Department of Employment Security wages and separation
19420	Utah State Retirement premium reports
19291	Variable Annuity Life Insurance Company files

AGENCY: Utah Valley University (Utah)

SERIES: 20992 3
TITLE: Adverse action files
DATES: 1967-
ARRANGEMENT: Alphabetical by employee surname, thereunder chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction in force) against the employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and appeal of records, excluding letters of reprimand.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

Records in this series have only temporary administrative value and may be destroyed according to the approved retention schedule.

AGENCY: Utah Valley University (Utah)

SERIES: 20992
TITLE: Adverse action files

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Utah Valley University (Utah)

SERIES: 19334 3
TITLE: American Family Life Assurance Company of Columbus files
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These insurance records are used in the verification and payment of employee's tax shelter premiums. Information includes billing statements and adjustments, check request, and college deduction register for AFLAC. These records are duplicates, the original being maintained by the insurance company.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 19292 3
TITLE: American Income Life Insurance Company files
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These insurance records are used in the verification and payment of employee's tax shelter premiums. Information includes billing statements and adjustments, check request, and college deduction register for American Income. These records are duplicates, the original being maintained by the insurance company.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 30391 3
TITLE: Civil case files
DATES: 2008-
ARRANGEMENT: Alphabetical by case name
DESCRIPTION:

These files are court records for civil cases. The records may include court filings, attorney's notes, records filed by attorneys, subpoenas, disclosures, petitions, motions, complaints, depositions, affidavits, writs, judgments or decrees, copies of employee or student files pertaining to parties involved in the cases, various court pleadings, and related records.

RETENTION:

Retain for 10 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Civil case files, GRS-2034.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after the case closes and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

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

These records have legal value based on the usefulness to document and protect the rights and interests of an individual or organization, to demonstrate compliance with laws and regulations, or to meet other legal needs.

AGENCY: Utah Valley University (Utah)

SERIES: 30391
TITLE: Civil case files

(continued)

PRIMARY DESIGNATION:

Protected	Utah Code 63G-2-305 (17)(18)(28)(33)(38)(40)(2022)

SECONDARY DESIGNATION(S):

Private.	Utah Code 63G-2-302 (1)(b)(g) and (2)(a)(2022)
Public.	Utah Code 63G-2-201 (2)(3)(2019)

AGENCY: Utah Valley University (Utah)

SERIES: 19418 3
TITLE: Continuation of health insurance coverage files
DATES: 1986-
ARRANGEMENT: Chronological, thereunder alphabetical by employee surname
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These records document the notification of terminating employees that they may purchase continuing health insurance from their current provider. These records are required by the federal COBRA (Consolidated Omnibus Budget Reconciliation Act) laws, 26 U.S.C.A. 9801 (1986). Information includes letter to eligible former employees or dependents and a signed acknowledgment of receipt of COBRA letter.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Utah Valley University (Utah)

SERIES: 19418
TITLE: Continuation of health insurance coverage files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 19332 3
TITLE: Copeland Companies files
DATES: 1984-
ARRANGEMENT: Chronological
DESCRIPTION:

These insurance records are used in the verification and payment of employee's tax shelter premiums. Information includes billing statements and adjustments, check request, and college deduction register for Copeland. These records are duplicates, the original being maintained by the insurance company.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

Records in this series have only temporary administrative value and may be destroyed according to the approved retention schedule.

AGENCY: Utah Valley University (Utah)

SERIES: 19332
TITLE: Copeland Companies files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 24022 3
TITLE: Distribution reports
DATES: 1999-
ARRANGEMENT: Chronological by year, thereafter alphabetical by name.
DESCRIPTION:

These records document which budgets were used to pay employees. They are used to verify account payroll activity. Records include employee, account, and check history distribution reports.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2002

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 19335 3
TITLE: Educators Mutual Insurance Association deduction files
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These insurance records are used in the verification and payment of employee's insurance premiums. Information includes billing statements and adjustments, check request, and college benefit registers for EMIA. Also includes lists of employee name and address changes, employees and dependents no longer eligible for insurance, and early retirees. These records are duplicates, the original being maintained by the insurance company.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

Records in this series have only temporary administrative value and may be destroyed according to the approved retention schedule.

AGENCY: Utah Valley University (Utah)

SERIES: 19335
TITLE: Educators Mutual Insurance Association deduction files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 19284 3
TITLE: Employment applications packet
DATES: ca. 1970-
ARRANGEMENT: Numerical by job class number
ANNUAL ACCUMULATION: 15.00 cubic feet.
DESCRIPTION:

These employment applications are sent to the Human Resource section of the college when individuals apply for faculty and staff positions. Their qualifications are then reviewed. Information includes application form or letters of interest, resumes or curriculum vitae, transcripts or diplomas, explanation of qualification, statement of teaching philosophy (if applicable), list of or letters of reference, samples of work, job announcements, tracking/scoring sheets, advertisements, and job announcement request forms.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 18 months and then destroy.

Optical disks: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

Records in this series have temporary administrative value and may be destroyed according to the approved retention schedule.

AGENCY: Utah Valley University (Utah)

SERIES: 19284
TITLE: Employment applications packet

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 20991 3
TITLE: Equal Employment Opportunity discrimination complaint case files
DATES: 1992-
ARRANGEMENT: Alphabetical by employee surname, thereunder chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Official complaint files containing complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, and other records as described in 29 CFR 1613.222.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Complaint investigation files, GRS-1969.

AUTHORIZED: 05-01-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

Records in this series have only temporary administrative value and may be destroyed according to the approved retention schedule.

AGENCY: Utah Valley University (Utah)

SERIES: 20991
TITLE: Equal Employment Opportunity discrimination complaint case files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Utah Valley University (Utah)

SERIES: 19337 3
TITLE: FHP Health Care insurance deduction files
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These insurance records are used in the verification and payment of employee's tax shelter premiums. Information includes billing statements and adjustments, check request, and college benefit registers for FHP. Also included is a list of employees no longer eligible for benefits. These records are duplicates, the original being maintained by the insurance company.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

Records in this series have only temporary administrative value and may be destroyed according to the approved retention schedule.

AGENCY: Utah Valley University (Utah)

SERIES: 19337
TITLE: FHP Health Care insurance deduction files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 19331 3
TITLE: Fidelity group retirement plans files
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These insurance records are used in the verification and payment of employee's tax shelter premiums. Information includes billing statements and adjustments, check request, and college deduction register for Fidelity. These records are duplicates, the original being maintained by the insurance company.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 19329 3
TITLE: Great American Life Insurance Company (GALIC) deduction files
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These insurance records are used in the verification and payment of employee's tax shelter premiums. Information includes billing statements and adjustments, check request, and college deduction register for GALIC. These records are duplicates, the original being maintained by the insurance company.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 19330 3
TITLE: Guardian Insurance and Annuity Company files
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These insurance records are used in the verification and payment of employee's tax shelter premiums. Information includes billing statements and adjustments, check request, and college deduction register for Guardian. These records are duplicates, the original being maintained by the insurance company.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 19498 3
TITLE: Hourly time cards
DATES: 1967-
ARRANGEMENT: Chronological, thereunder alphabetical by employee surname
ANNUAL ACCUMULATION: 8.00 cubic feet.
DESCRIPTION:

Employee time cards determine how many hours an employee worked during a pay period. Information includes the pay period, employee name, Social Security number, and department.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

Records in this series have only short-term administrative value and may be destroyed according to the approved retention schedule.

AGENCY: Utah Valley University (Utah)

SERIES: 19498
TITLE: Hourly time cards

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Social Security number

AGENCY: Utah Valley University (Utah)

SERIES: 19287 3
TITLE: Jackson National Life Insurance Company files
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These insurance records are used in the verification and payment of employee's tax shelter premiums. Information includes billing statements and adjustments, check request, and college deduction register for Jackson National. These records are duplicates, the original being maintained by the insurance company.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 19499 3
TITLE: Leave adjustment reports
DATES: 1967-
ARRANGEMENT: Chronological, thereunder alphabetical by employee surname
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

Shows all leave adjustments made during a pay period. Shows category of adjustment, the amount, Social Security number, and employee name.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

Records in this series have only temporary administrative value and may be destroyed according to the approved retention schedule.

AGENCY: Utah Valley University (Utah)

SERIES: 19499
TITLE: Leave adjustment reports

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Utah Valley University (Utah)

SERIES: 19500 3
TITLE: Leave applications
DATES: 1967-
ARRANGEMENT: Chronological, thereunder alphabetical by employee surname.
ANNUAL ACCUMULATION: 2.00 cubic feet.
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 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

Records in this series have only temporary administrative value and may be destroyed according to the approved retention schedule.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Utah Valley University (Utah)

SERIES: 24019 3
TITLE: Monthly deduction files
DATES: 2000-
ARRANGEMENT: Chronological by quarter, thereafter alphabetical by name.
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

These records document monthly paycheck deductions and contributions. Examples of deductions and contributions include such things as Goodwill, American Federated Staff, and direct deposit.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2002

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 19288 3
TITLE: Oppenheimer Funds Services files
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These insurance records are used in the verification and payment of employee's tax shelter premiums. Information includes billing statements and adjustments, check request, and college deduction register for Oppenheimer. These records are duplicates, the original being maintained by the insurance company.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 24017 3
TITLE: Payroll registers
DATES: 1998-
ARRANGEMENT: Chronological, thereafter alphabetical by name.
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These records document checks issued each pay period for contract, adjunct, hourly, and workstudy payrolls. Registers show the earnings, deductions, taxes, net income and warrant or direct deposit information.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2002

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 19501 3
TITLE: Personal injury case files
DATES: 1967-
ARRANGEMENT: Chronological, thereunder alphabetical by surname
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

These records document work-related injuries and provide prompt medical attention to employees. They are used to minimize the potential for future fraudulent claims. Information includes first report of injury forms, correspondence and related medical reports, Bureau of Labor & Statistics log and summary of occupational injuries and illnesses, yearly survey of occupational injuries and illnesses, and OSHA loss history reports.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Worker's compensation case files, GRS-1938.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

Records in this series have only temporary administrative value and may be destroyed according to the approved retention schedule.

AGENCY: Utah Valley University (Utah)

SERIES: 19501
TITLE: Personal injury case files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public

AGENCY: Utah Valley University (Utah)

SERIES: 19374 3
TITLE: Personnel files for full-time salaried employees
DATES: 1967-
ARRANGEMENT: Alphabetical by employee surname
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

Complete work history of individual while employed at the Utah Valley State College, used for proof of employment, documenting raises, direct deposit authorization, and notification of drug-free workplace. Information may include confidential employee data form, personnel action forms, direct deposit authorizations, benefit maintenance sheets, employment application, resume and transcripts, W-4 form, I-9 form, letters of appointment, copy of yearly leave report, semester appointment forms, performance appraisals, requests for verification of employment, drug-free workplace statement, screening and interview sheet, employee data change form, and employment verification forms. leave without pay records, employee benefits notification forms for PEHP and URS; references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, leave and time records; copies of any documents affecting the employee's conduct, status or salary, etc.

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 1 year after separation of employee and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

AGENCY: Utah Valley University (Utah)

SERIES: 19374
TITLE: Personnel files for full-time salaried employees

(continued)

APPRAISAL:

These records have administrative value(s).

Records in this series have long-term administrative value to document employment and eligibility for benefits. They may be destroyed according to the approved retention schedule.

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

AGENCY: Utah Valley University (Utah)

SERIES: 20990 3
TITLE: Position change requests and authorizations
DATES: 1975-
ARRANGEMENT: Alphabetical by department name, thereunder chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

Documents used to create new positions, abolish old ones and change existing state employee positions. Information includes new position/new title/reclassification request forms and position analysis.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Position analysis records, GRS-167.

AUTHORIZED: 07-02-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Valley University (Utah)

SERIES: 19333 3
TITLE: Pre-paid Legal Services, Inc. files
DATES: 1996-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These insurance records are used in the verification and payment of employee's tax shelter premiums. Information includes billing statements and adjustments, check request, and college deduction register for Pre-paid Legal. These records are duplicates, the original being maintained by the insurance company.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 19289 3
TITLE: Princor Financial Services files
DATES: 1984-
ARRANGEMENT: Chronological
DESCRIPTION:

These insurance records are used in the verification and payment of employee's tax shelter premiums. Information includes billing statements and adjustments, check request, and college deduction register for Princor. These records are duplicates, the original being maintained by the insurance company.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 27494 3
TITLE: Program assessment reports
DATES: 1998-
ARRANGEMENT: Chronological by date; thereunder alphabetical by name of program or service organization.

DESCRIPTION:

These biennial reports document the assessment process for all programs and service organizations at Utah Valley University. The reports are created by each program and organization and are used to determine program effectiveness and progress. Reports are also used during the accreditation process. Information includes program goals, outcomes, objectives, criteria for success, assessment summaries and evaluations, results, and other relevant information.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: For records beginning in 1998 through 2008. Retain in Office for 2 years after scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Paper: For records beginning in 2009 and continuing to the present. Retain in Office until scanned and quality checked and then destroy.

Digital image: For records beginning in 1998 and continuing to the present. Retain in Office permanently.

AGENCY: Utah Valley University (Utah)

SERIES: 27494
TITLE: Program assessment reports

(continued)

APPRAISAL:

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

These records are needed administratively to document and evaluate department programs. also They also have historical value as they document program administration, achievements, outcomes, and weaknesses for all programs and services organizations at the university.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(d)

AGENCY: Utah Valley University (Utah)

SERIES: 19336 3
TITLE: Public Employees Health Plan (PEHP) insurance deduction files
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These insurance records are used in the verification and payment of employee's insurance premiums. Information includes billing statements and adjustments, check request, and college benefit registers for PEHP. Also includes lists of employee name and address changes, and employees and dependents no longer eligible for insurance. These records are duplicates, the original being maintained by the insurance company.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

Records in this series have only temporary administrative value and may be destroyed according to the approved retention schedule.

AGENCY: Utah Valley University (Utah)

SERIES: 19336
TITLE: Public Employees Health Plan (PEHP) insurance deduction files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 19290 3
TITLE: Putnam Investments files
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These insurance records are used in the verification and payment of employee's tax shelter premiums. Information includes billing statements and adjustments, check request, and college deduction register for Putnam. These records are duplicates, the original being maintained by the insurance company.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 81817 3
TITLE: Student records
DATES: undated
ARRANGEMENT: Alphabetical by surname
DESCRIPTION:

Files containing official documentation listing student's courses, grades, credits earned, and status achieved. Often referred to as a transcript.

RETENTION:

Permanent. Retain for 10 year(s) after separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Academic record files, GRS-2445.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after student leaves school and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

These records are historical and track student courses, grades, and performance at the university.

AGENCY: Utah Valley University (Utah)

SERIES: 81817
TITLE: Student records

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 24023 3
TITLE: Suspense accounts
DATES: 1998-
ARRANGEMENT: Chronological by month and pay period.
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records document the occurrence of payments to incorrect or invalid employee accounts and to document the corrective actions taken. They also show overtime paid by hand when computers are unable to compute the figures correctly.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2002

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 19741 3
TITLE: Taxable wage earning reports
DATES: 1967-
ARRANGEMENT: Chronological, thereunder alphabetical by employee surname
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records provide employees with an accurate accounting of yearly earnings to comply with Internal Revenue Service regulations. Information includes returns on income taxes such as IRS Form W-2, and reports of withheld federal taxes, such as IRS Form W-3, with related records, such as reports regarding income and social security taxes.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

Records in this series have only temporary administrative value and may be destroyed according to the approved retention schedule.

AGENCY: Utah Valley University (Utah)

SERIES: 19741
TITLE: Taxable wage earning reports

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 19419 3
TITLE: TIAA-Cref retirement premium reports
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These records document the amount of retirement deducted and paid into individuals' retirement plans. Information includes a record of electronic transfer, adjustment transaction report, check request, copies of college benefit registers for TIAA-Cref, 403b supplemental reports, and a TIAA-Cref membership list.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

Optical disks: Retain in Office for 1 year or until administrative need ends and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 19286 3
TITLE: Tuition waiver applications and reports
DATES: ca. 1970-
ARRANGEMENT: Chronological, thereunder alphabetical by student surname
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records are used by Human Resources to determine eligibility of individuals applying for a tuition waiver and to track the waivers after they have been entered into the computer system. Information includes tuition waiver applications, list of hourly employees eligible to receive tuition waiver that semester, list of names and social security numbers of individuals who used the waiver that semester, and course catalog for the semester.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

Microfiche master: Retain in Archives for 3 years and then destroy.

Microfiche duplicate: Retain in Archives for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Utah Valley University (Utah)

SERIES: 19286
TITLE: Tuition waiver applications and reports

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 19338 3
TITLE: Utah Department of Employment Security wages and separation unemployment report
DATES: 1967-
ARRANGEMENT: Chronological, thereunder alphabetical by employee surname
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These records are used to verify the payment of monthly unemployment expenses of eligible terminated employees and to notify affected department heads. Information includes reimbursable employer billing statements, copies of memoranda to affected department heads, copies of check requests including check number, notice of Claimant Eligibility and Employer charges, and copies of terminating/last Personnel Action Form.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1997

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. The record copy is maintained by the Utah Department of Employment Security.

AGENCY: Utah Valley University (Utah)

SERIES: 19338
TITLE: Utah Department of Employment Security wages and separation unemployment report

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 19420 3
TITLE: Utah State Retirement premium reports
DATES: 1967-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records document the amount of retirement deducted and paid into individuals' retirement plans. Information includes funds transmittal report, contribution report, adjustment transaction report, check request, adjustments to retirement tape, State Retirement member address changes, salaries check register retirement reconcilliation, printouts of college benefit registers for State Retirement, 401k supplemental reports, and a list of members on contributory and non-contributory plans.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

Optical disks: Retain in Office for 1 year or until administrative need ends and then destroy.

AGENCY: Utah Valley University (Utah)

SERIES: 19420
TITLE: Utah State Retirement premium reports

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Utah Valley University (Utah)

SERIES: 19291 3
TITLE: Variable Annuity Life Insurance Company files
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These insurance records are used in the verification and payment of employee's tax shelter premiums. Information includes billing statements and adjustments, check request, and college deduction register for VALIC. These records are duplicates, the original being maintained by the insurance company.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

Records in this series have only temporary administrative value and may be destroyed according to the approved retention schedule.

AGENCY: Utah Valley University (Utah)

SERIES: 19291
TITLE: Variable Annuity Life Insurance Company files

(continued)

PRIMARY DESIGNATION:

Private