Retention and Classification Report

Agency: National Guard. Air Force (2557)

P.O. Box 1776
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Records Officer: _____

13935	Civilian pay retirement records
13934	Civilian pay time sheets

AGENCY: National Guard. Air Force

SERIES: 13935 3
TITLE: Civilian pay retirement records
DATES: 1990-
ARRANGEMENT: Alphabetical by surname.
DESCRIPTION:

These records document the retirement information for civilian employees of the Utah Air National Guard. Information includes contribution amounts, employment dates, 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 and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 65 years after employee leaves and then destroy.

Microfilm duplicate: Retain in Office for 65 years after employee leaves and then destroy.

APPRAISAL:

These records have fiscal value(s).

AGENCY: National Guard. Air Force

SERIES: 13935
TITLE: Civilian pay retirement records

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2018.

AGENCY: National Guard. Air Force

SERIES: 13934 3
TITLE: Civilian pay time sheets
DATES: 1990-
ARRANGEMENT: Chronological.
DESCRIPTION:

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems.

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 microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 3 years or until administrative need ends and then destroy.

Microfilm duplicate: Retain in Office for 3 years or until administrative need ends and then destroy.

APPRAISAL:

These records have fiscal value(s).

AGENCY: National Guard. Air Force

SERIES: 13934
TITLE: Civilian pay time sheets

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2018.