

Retention and Classification Report

Agency: Sandy (Utah). Chief Administrator (3050)

10000 Centennial Parkway
Sandy, UT 84070
801 568-7100

Records Officer: _____

25177 Personnel files

AGENCY: Sandy (Utah). Chief Administrator

SERIES: 25177

3

TITLE: Personnel files

DATES: 1937-

ARRANGEMENT: Alphabetically by last name

DESCRIPTION:

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, pay and leave history, work performance, benefits information, and evaluation forms.

RETENTION:

Retain for 65 year(s)

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 3 years and then transfer to State Records Center. Retain in State Records Center for 62 years or until 3 years after retirement or death(UCA 49-11-602(2) and then destroy.

APPRAISAL:

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

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

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(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

Controlled. UCA 63G-2-304