

## Retention and Classification Report

**Agency:** Washington County (Utah). Human Resources Department (3555)

Administrative Building  
197 East Tabernacle Street  
St. George, UT 84770  
435-652-5878

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

27366	Interview records
27584	Terminated personnel files

**AGENCY:** Washington County (Utah). Human Resources Department

**SERIES:** 27366

3

**TITLE:** Interview records

**DATES:** 1998-

**ARRANGEMENT:** Chronological by year and month and thereunder alphabetical by job title

**DESCRIPTION:**

These are records relating to interviews with prospective employees and described in 29 CFR 1602.14 (2012). They include correspondence, reports, lists of questions, notes, and test scores.

**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 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

**APPRAISAL:**

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

**AGENCY:** Washington County (Utah). Human Resources Department

**SERIES:** 27584

3

**TITLE:** Terminated personnel files

**DATES:** 1962-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These files are the official employment files for all county employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

**RETENTION:**

Retain for 100 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2004

**FORMAT MANAGEMENT:**

Microfilm master: For records beginning in 1962 and continuing to the present. Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 99 years and then destroy.

Microfilm master: Retain in Office for 1 year and then microfilm and transfer to Agency Record Center. Retain in Agency Record Center for 99 years.

Paper: Retain in Office for 1 year and then microfilm.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Washington County (Utah). Human Resources Department

**SERIES:** 27584

**TITLE:** Terminated personnel files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.