

# Retention and Classification Report

**Agency:** Salt Lake City (Utah). Mayor. Division of Personnel (1043)  
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## Records Officer

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**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6886

3

**TITLE:** Active personnel files

**DATES:** 1934-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 1.20 cubic feet.

**DESCRIPTION:**

These are the official records consisting of personnel history records for all actively employed city personnel who are regular (full-time and part-time), hourly or seasonal employees. Files may include new hire paper work, certifications, performance appraisals, job bids, transfer notes, merit increases, and job status changes.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/2003.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until termination of employee and then transfer to "Separated Personnel Files".

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 12.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6895

3

**TITLE:** Applications received log

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

This monthly log is kept for all applications received from the general public and pre-bid system. It is used to monitor employment applications. This log includes: applicant's name, date of application, date received, position applied for, and Equal Employment Opportunity (EEO) information.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

This log is maintained for three years for city's grievance procedures.

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6902

3

**TITLE:** Candidate test preparation manuals

**DATES:** 1982-

**ARRANGEMENT:** Numerical by manual number

**ANNUAL ACCUMULATION:** 37.50 cubic feet.

**DESCRIPTION:**

These manuals are prepared by the city to be used by candidates preparing for the entry level tests for police officers and fire fighters. These manuals include police officers manual which contains police practices, legal terminology, and other information concerning job related duties. The fire fighters manual contains fire fighting practices, fire prevention practices, and tools and equipment information.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until replaced or updated and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 16.

These manuals were compiled for candidates preparing to take entry level examinations for the positions of police officer and fire fighter. They are not needed for other purposes and should be discarded after they are updated.

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6902

**TITLE:** Candidate test preparation manuals

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(11) and UCA 63G-2-305(12) (2008)

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6899

3

**TITLE:** Civil Service Commission minutes

**DATES:** 1960-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These bound volumes contain the minutes of the monthly meetings of the Civil Service Commission which covers the Police and Fire Departments (UCA 10-3-1005).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

**APPRAISAL:**

It is general policy to maintain minutes permanently. These minutes are particularly important historically, to document the workings of the Salt Lake Civil Service Commission and possible discrimination cases lodged against the city.

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6898

3

**TITLE:** Civil Service Examination files

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 3.40 cubic feet.

**DESCRIPTION:**

These examinations are for the police and fire entry level tests plus all validity documentation. These files include actual examinations taken by applicants for police and firefighter positions, studies by consultants concerning fairness of exams, and any additional information on the fairness of exams.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until litigation is resolved and then destroy.

**APPRAISAL:**

These files are maintained for legal purposes in case an applicant challenges the fairness of the test and claim discrimination.

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6901

3

**TITLE:** Compliance report printout

**DATES:** 1973-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These statistical reports are an annual computer printout showing city employees by race, sex, income according to job function. The information is submitted to the Office of Equal Employment Opportunity on form EEO-4.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

29 CFR 1602.30



**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6885

3

**TITLE:** Comprehensive Employment and Training Act personnel files

**DATES:** 1970-1981.

**ARRANGEMENT:** Alphabetical by employee name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These personnel files are for employees hired with CETA funds, a federally funded program, but never added to Salt Lake City's permanent payroll. They are used to document the employment of CETA employees and for reference purposes. These files include applications, disciplinary actions, recommendations, certificates, pre-bids, salary actions, and reasons why terminated or why not added to city payroll.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in Office permanently.

**APPRAISAL:**

Though federal guidelines suggest a retention of five years from date of enrollment into program (8 CFR 5.6), the Personnel Department wants to maintain these files for research.

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6888

3

**TITLE:** Employee salary history printout

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This computer printout contain salary information for each city employee. It is compiled from Personnel (PER) form updates which constantly change as employees are hired, terminated, or salary changes. The printout is used to update personnel histories. This printout includes name, hire date, department number, job title, salary amount, and reason for amount change.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

This printout is only used for quick access to information on salary changes. It needs only to be kept for a six month period.

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6889

3

**TITLE:** Employee warning file

**DATES:** 1983-

**ARRANGEMENT:** Chronological by calendar year

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These files contain a record of warnings given to city employees for infractions of city policy. They are used by the Equal Employment Opportunity (EEO) office for grievance purposes. These files include name of employee, department, a record of infractions and requests for purging of information.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

Though 20 CFR 1602.31 indicates that warning files should only be kept for two years of acceptable performance, or if litigation is involved--until final disposition of the charge or action, the city wants to keep them permanently. The city attorney, the personnel office, and the EEO officer have agreed on this policy. These files are removed from the personnel files and placed in a locked file which is accessed only by the city attorney in the case of litigation. The policy is evolving and will be reevaluated within the year.

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6889

**TITLE:** Employee warning file

(continued)

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6890

3

**TITLE:** Employee warning log

**DATES:** 1977-

**ARRANGEMENT:** Chronological by calendar year

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This log records all disciplinary actions and warning violations given to city employees. It is used for Equal Employment Opportunity (EEO) purposes. This log includes date, list of disciplinary actions, warning violations, department, name, sex, violation, and action taken.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

This log is used to study trends of whether discrimination is occurring in the use of warnings. Since the system is relatively new, the department would like to keep them permanently, but they will reevaluate within the year.

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 25304

3

**TITLE:** Employment Eligibility Records (I-9 Forms)

**DATES:** 1986-

**ARRANGEMENT:** Aphphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This form is required by the U.S. Immigration and Naturalization Service to be completed by all employers when hiring, when recruiting for a fee, or when continuing to employ individuals in accordance with 8 CFR 274a.2 (1993)). It is used to verify the prospective employee is a U.S. citizen, resident alien, or legal immigrant eligible to be hired in the United States.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after date of hire or until 1 year after termination whichever is longer and then destroy.

**APPRAISAL:**

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 34.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6900

3

**TITLE:** Equal Employment Opportunity complaint case files

**DATES:** 1978-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.80 cubic feet.

**DESCRIPTION:**

These case files document the results the EEO investigations filed either through the internal process or state or federal agencies. These files include entire investigation, facts accumulated, and related correspondence.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after resolution of case and then destroy.

**APPRAISAL:**

29 CFR 1613.2222 prescribes that the records should be destroyed 4 years after resolution of case.

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 25305

3

**TITLE:** Flexible Spending Account Records

**DATES:** 1995-2006.

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records are the completed enrollment forms filled out by each employee requesting to be part of the Flexible Spending program. They also include the requests for reimbursement. Each year employees fill out new enrollment forms.

These records are filed chronologically by year, and alphabetically by name of employee. These records are kept on paper and scanned onto CD. The CD format started in 2004. Prior to 2004, they are in paper format only.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 04/01/2004.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Digital Versatile Disk - Read Only backup: Retain in Agency Record Center for 6 years and then destroy.



**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 25305

**TITLE:** Flexible Spending Account Records

(continued)

**APPRAISAL:**

Administrative Historical Legal

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 8769

3

**TITLE:** Human resource information system

**DATES:** 1940-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This automated system contains information on employee status. The system is continuously updated with individual employee records being purged two years after termination. Three separate tapes are created and stored of payroll information: Tape 1--regular payroll and adjusted payroll, taped before and after payroll run; Tape 2--sequential file for each payroll run; and Tape 3--payroll at calendar year end as a sequential file. The complete system is backed up on tape biweekly. This system includes name, hire date, salary, payment history, pension, deferred compensation, job classification, department, dependents, EEO information. The system is stored on hard disk and backed up weekly on tape.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Office for 2 years after employee terminates and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 3 years and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 7 years and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 15 years and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 2 weeks and then erase.

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 8769

**TITLE:** Human resource information system

(continued)

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6896

3

**TITLE:** Job applications received files

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by job title

**ANNUAL ACCUMULATION:** 3.30 cubic feet.

**DESCRIPTION:**

These files contain applications received from the general public for available city jobs (including seasonal applications), who were not hired. These files include applicant name, address, phone number, education, previous work experience, names of references, and Equal Employment Opportunity (EEO) information.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

It is the city's policy to keep an application on file for one year. All applicants are notified of this policy.

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6894

3

**TITLE:** Job openings

**DATES:** 1979-

**ARRANGEMENT:** Numerical by job number

**ANNUAL ACCUMULATION:** 1.70 cubic feet.

**DESCRIPTION:**

These files document all current job openings, requisitions and applicant list which includes applicants certification, applicants interviewed, and applicants hired. It includes job announcements and copies of the job descriptions.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 10.

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6894

**TITLE:** Job openings

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6893

3

**TITLE:** Merit and hire evaluation report

**DATES:** 1984-

**ARRANGEMENT:** Numerical by department number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This report is a computer printout listing the date for merit pay increase and release of sick and vacation time. It is used to substantiate merit increases, and vacation time. This report includes: name, social security number, department number, job title, hire date, anniversary date, date for merit increase, and release of sick and vacation time.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

This printout is used for easy access to information concerning salary increases.

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 25010

3

**TITLE:** Newsletter for employees

**DATES:** July 1982-2004.

**ARRANGEMENT:** Chronological by year, thereunder by month

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records of a general facilitative nature created or received in the course of administering programs. They include daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence and memoranda.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years or until no longer needed for reference and then destroy.

**APPRAISAL:**

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 6.



**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 25010

**TITLE:** Newsletter for employees

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 25268

3

**TITLE:** Personnel & payroll administrator time report package

**DATES:** 1996-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 14.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6897

3

**TITLE:** Pre-bid job files

**DATES:** 1985-2012.

**ARRANGEMENT:** Alphabetical by job title

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain all pre-bids received from city employees bidding for an open position.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to individual personnel file.

**APPRAISAL:**

It is city policy to file all pre-bids in the individual personnel file after one year as evidence of application.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6892

3

**TITLE:** Pre-bid monthly report

**DATES:** 1984-2012.

**ARRANGEMENT:** Chronological by calendar year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This report is a computer printout listing all purges from the pre-bid system. The pre-bid system allows city employees to apply for other city positions before opening is publicly posted. After one year, pre-bids are automatically purged from the system. This report includes name, social security number, job title, code being purged, date purged, and date received in Personnel.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

This printout is only used for reference purposes to purge pre-bids in the system.

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 27867

3

**TITLE:** Pre-employment background files

**DATES:** 1970-

**ARRANGEMENT:** alphabetical by name

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

Some jobs with Salt Lake City require background checks which are used for hiring purposes. Records include background history questionnaires, reference checks, credit history, drug history, driving history, criminal history, interviews with previous employers, family members, references, or other specific information requested for pre-employment purposes.

**RETENTION:**

Retain 65 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/2004.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to Agency Record Center provided applications of those not hired have been weeded and destroyed. Retain in Agency Record Center for 62 years and then destroy.

**APPRAISAL:**

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 12.

Background checks are addressed in the Utah Code. UCA 11-40-102 deals with criminal background checks by political subdivisions operating water systems. UCA 53-6-302 discusses the Peace Officer Standards and Training Act.

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 27867

**TITLE:** Pre-employment background files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6887

3

**TITLE:** Separated personnel files

**DATES:** 1930-

**ARRANGEMENT:** Chronological by year, thereunder Alphabetical by name

**ANNUAL ACCUMULATION:** 1.10 cubic feet.

**DESCRIPTION:**

These records consist of personnel history records for formerly employed city personnel. Files may include new hire paper work, certification, warning and discipline letters, commendations, performance appraisals, job bids, transfer notes, merit increases, and job status changes.

**RETENTION:**

Retain 65 years.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/2003.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until 3 years after retirement or death and then microfilm.

Microfilm master: Retain in Office for 60 years or until 3 years after retirement or death and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 12.

It is current city policy to maintain all personnel records permanently. All personnel policies will be reviewed within the next year.

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6887

**TITLE:** Separated personnel files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

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



**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6891

3

**TITLE:** Separation notices records log and files

**DATES:** 1977-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files consist of forms received from individual city departments notifying the Personnel Department of the separation of individual employees and a log recording such separations. These files include employee name, salary, hire date, social security number, effective date, position title, department-division, mailing address, reason for termination, method of separation, date, and the signatures of employee, division head, department head, and personnel director. The log contains employees name, social security number, date of separation, date hired, and reason for separation

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

**APPRAISAL:**

The forms document the termination of city employees and become part of the terminated personnel file.

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 6891

**TITLE:** Separation notices records log and files

(continued)

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 25637

3

**TITLE:** Supervisor's convenience personnel files

**DATES:** 1930-

**ARRANGEMENT:** Alphabetic by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files are the official employment files for all municipal 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 65 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/2003.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after employee leaves division and then transfer to Agency Record Center provided placed in separated personnel file and weed duplicative material. Retain in Agency Record Center for 64 years after date of employment or until 3 years after retirement or death and then destroy.

**APPRAISAL:**

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 12.

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 25637

**TITLE:** Supervisor's convenience personnel files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

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

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 25300

3

**TITLE:** Tuition reimbursement

**DATES:** 1996-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records are applications for the tuition reimbursement program for Salt Lake City employees. They also include receipts, grades, and the tuition aid payroll entry form.

**RETENTION:**

Retain 2 years after termination.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 04/01/2004.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until termination of employee and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Salt Lake City (Utah). Mayor. Division of Personnel

**SERIES:** 25300

**TITLE:** Tuition reimbursement

(continued)

**PRIMARY CLASSIFICATION:**

Public