

Retention and Classification Report

Agency: Provo City School District (Utah). Payroll (1428)

280 West 940 North
Provo, UT 84604
801-374-4800

Records Officer: Melissa Frost

05454 Payroll time sheets

AGENCY: Provo City School District (Utah). Payroll

SERIES: 5454

3

TITLE: Payroll time sheets

DATES: 1987-

ARRANGEMENT: Chronological by month, thereunder alphabetical by employee's name

DESCRIPTION:

These are records which verify hours worked (regular and overtime), leave earned (vacation, sick, emergency, conference/professional) and taken by school district employees.

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 3 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 3 years and then destroy.

Microfilm duplicate: Retain in Office for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 6, Item 24.

PRIMARY CLASSIFICATION:

Private