

# Retention and Classification Report

**Agency:** Board of Education. Office of Education. Office of Human Resource (1948)  
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**Records Officer:** Benjamin Rasmussen

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**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12835

3

**TITLE:** Adverse action files

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by type of action, thereunder chronological by year, thereunder alphabetical by employee surname

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files include copies of the proposed action with supporting documents which may include statements of witnesses, employee's replies to charges, hearing notices, reports, decisions of administrative hearings, reversals of action, and appeals. These files are interfiled with Equal Employment Opportunity discrimination complaint case files (series 12837) and Grievance/appeal files (series 12836).

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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 and then destroy.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 15.

**PRIMARY CLASSIFICATION:**

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

**SECONDARY CLASSIFICATION(S):**

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12835

**TITLE:** Adverse action files

(continued)

Public.	Nature of charges and disciplinary action taken if charges were upheld and all appeal deadlines have passed [UCA 63G-2-301(2)(o) (2008)]
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**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 27385

3

**TITLE:** Adverse action files

**DATES:** 1997-

**ARRANGEMENT:** alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary separation, suspension without pay, reduction in force) against the employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and appeal of records.

**RETENTION:**

Retain 5 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/2006.

**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 4 years and then destroy.

**APPRAISAL:**

Administrative Legal This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 1.

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 27385

**TITLE:** Adverse action files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12838

3

**TITLE:** Conflict of interest files

**DATES:** 1993-

**ARRANGEMENT:** Chronological by date received

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain letters from employees who hold second jobs outside of the Utah State Office of Education (USOE). These letters are assurances that there is no conflict of interest between the two jobs which the employee has and that work performance at USOE will not suffer as a result of the second job.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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 superseded and then destroy.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 6.

**PRIMARY CLASSIFICATION:**

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

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12842

3

**TITLE:** Employee record cards

**DATES:** ca. 1960-

**ARRANGEMENT:** Alphabetical by employee surname

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This record series is composed of cards which show the employee's name, current address, and salary history. Upon separation, the cards are transferred to a separate alphabetical sequence. The cards are used as a quick reference guide for Human Resources personnel.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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 65 years after separation or until administrative need ends and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Home address [UCA 63G-2-302(1)(e) (2008)]

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12840

3

**TITLE:** Employee service awards

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by employee surname

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document service awards given to employees for the years they have worked for the State of Utah. Awards are given every five years. These records include the dates of service and savings bond order form.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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 made part of agency personnel file and then destroy provided retention of personnel file has been met.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 27.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12837

3

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

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by type, thereunder chronological by year, thereunder alphabetical by employee surname

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files include those complaints filed by employees alleging illegal discrimination. The case files may include any or all of the following documents: employee statements, witness statements, reports or transcripts of hearings or interviews, examiner's findings and recommendations, exhibits, and requests for reconsideration. These files are interfiled with Adverse action files (series 12835) and Grievance/appeal files (series 12836).

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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 and then destroy.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 15.

**PRIMARY CLASSIFICATION:**

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

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12837

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

(continued)

**SECONDARY CLASSIFICATION(S):**

Public.

Nature of charges, if made, and disciplinary action taken if charges were upheld and all appeal deadlines have passed [UCA 63G-2-301(2)(o) (2008)]

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12843

3

**TITLE:** Equal Employment Opportunity files

**DATES:** 1992-

**ARRANGEMENT:** Alphabetical by job title, thereunder chronological by date application was received

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

This series is composed of the employment application pages which indicate the name, address, social security number, date of application, title for which applied, grade for which applied, gender, age, and ethnic group of applicants for Education jobs.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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 disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 16.

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1)(e), (2)(a), (2)(d)]

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12836 3

**TITLE:** Grievance/appeal files

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by type, thereunder chronological by year, thereunder alphabetical by employee surname

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files include complaints filed by employees as grievances against the Utah State Office of Education. The case files may include any or all of the following documents: employee and witness statements, reports or transcripts of hearings or interviews, examiner's findings and recommendations, exhibits, and requests for reconsideration. These files are interfiled with Adverse action files (series 12835) and Equal Employment Opportunity discrimination complaint files (series 12837).

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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 and then destroy.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 15.

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12836

**TITLE:** Grievance/appeal files

(continued)

**PRIMARY CLASSIFICATION:**

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

**SECONDARY CLASSIFICATION(S):**

Public. Nature of charges and disciplinary action taken if charges were upheld and all appeal deadlines have passed [UCA 63G-2-301(2)(o) (2008)]

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12844

3

**TITLE:** Human resource management rules

**DATES:** 1989-

**ARRANGEMENT:** Chronological by year received

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

This series includes policy statements from the Department of Human Resource Management (DHRM) which are to guide Human Resource Management practices throughout the Utah state government. Also included are Utah State Office of Education internal policies. These policies may appear as manuals or occasional releases from DHRM.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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.

Paper copy: Retain in Office until superseded and then destroy.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 20.

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12844

**TITLE:** Human resource management rules

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 3616

3

**TITLE:** Personnel files (permanent employees)

**DATES:** 1896-

**ARRANGEMENT:** Grouped by current or former employees, thereunder alphabetical by employee surname

**ANNUAL ACCUMULATION:** 2.50 cubic feet.

**DESCRIPTION:**

These are the personnel files for all certified district employees. They are used to document employment. The files include the employment applications, authorizations for hire forms, placement records, employee history card, copies of school transcripts, pay and leave history, work performance, in-service training completion certificates and credits, evaluation records, teaching certificates, previous teaching experience, contracts, lane change requests, and related correspondence. May also include fingerprints and verification of the criminal background check.

**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 2 years after separation of employee and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

Microfilm master: Retain in Office for 2 years after retirement or separation of employee and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

**APPRAISAL:**

Administrative Historical This disposition is based on, Schedule 94, Item 1.

The personnel files document employment and eligibility for benefits.



**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 3616

**TITLE:** Personnel files (permanent employees)

(continued)

**PRIMARY CLASSIFICATION:**

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

**SECONDARY CLASSIFICATION(S):**

Public. Name, gender, gross compensation, title, job description, work address and phone number, number of hours worked per pay period, dates of employment, relevant education, and previous employment

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12831

3

**TITLE:** Personnel files for temporary employees

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by employee surname, thereunder reverse chronological by pay period dates

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The Utah State Office of Education maintains personnel files on temporary employees which include the time sheets for the employees and the Position Authorization Form which allowed the position to be created. The time sheets include the name, social security number, department, and division of the employee; employee home address, birth date, hourly pay rate, and employment date; low organization and task numbers; total regular and overtime hours; ending date of pay period; number of overtime and regular hours worked on a daily basis; employee and supervisor signature; and department head authorization. Position Authorization Forms show the name of the person requesting creation of the position, proposed grade and title for the position, reason for creation, name of supervisor, method of recruitment, and any special requirements for the position.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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 separation and then destroy.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 3.

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12831

**TITLE:** Personnel files for temporary employees

(continued)

**PRIMARY CLASSIFICATION:**

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

**SECONDARY CLASSIFICATION(S):**

Public. Employee name, gender, and employment date; total hours worked in the pay period; and entire Position Authorization Form

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12833

3

**TITLE:** Position change requests and authorizations

**DATES:** 1988-

**ARRANGEMENT:** Chronological by request date

**ANNUAL ACCUMULATION:** 0.70 cubic feet.

**DESCRIPTION:**

Changes in actual job responsibilities or workload can result in a change in a job classification. In order to change a classification, authorization must be gained from the Department of Human Resource Management (DHRM). In order to secure this authorization, a DHRM-9 form must be filed along with a position description (series 12832) and an organizational chart. The DHRM-9 includes the identification and address of the requesting agency, action requested to be taken, authorizing signatures for the agency, authorizing signatures for DHRM, funding sources impacted, and the effective date of the change. All of these documents are included in this series. Though not required, letters from supervisors may be included in addition to the foregoing documents.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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 disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 37.

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12833

**TITLE:** Position change requests and authorizations

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12845

3

**TITLE:** Position classification survey studies

**DATES:** ca. 1960-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records include data on job duties, grade levels, and classifications for different positions within the Utah State Office of Education. The reports are prepared by the Department of Human Resource Management, which maintains the record copy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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 copy: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 41.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12832

3

**TITLE:** Position descriptions

**DATES:** 1992-

**ARRANGEMENT:** Alphabetical by job title

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These records describe established positions within the Utah State Office of Education. The information in these files includes title, series, grade, duties, responsibilities, and physical requirements for the job.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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 superseded or obsolete and then destroy.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 42.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12826

3

**TITLE:** Publications

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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 publication and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12825

3

**TITLE:** Recruitment files

**DATES:** 1988-

**ARRANGEMENT:** Chronological by recruitment dates, thereunder alphabetical by applicant name

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These files contain documentation of the recruiting efforts of the Utah State Office of Education. They include the authorization and announcement in addition to the applications received from individuals, a register of applicants, certification of applicants by the Department of Human Resource Management, and rejection or offer letters. Applications for employment include name; address; phone number; social security number; employment history, including hours worked, duties, title, supervisor, dates of employment, and reason for leaving each previous job; and educational history, including dates of attendance, major(s), degree(s) awarded, and transcripts for all postsecondary schools attended. Applications and other documents relating to the person hired are transferred to begin a personnel file (series 3616) for that individual.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 08/01/1996.

**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 State Records Center. Retain in State Records Center for 3 years and then destroy.

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12825

**TITLE:** Recruitment files

(continued)

**APPRAISAL:**

Administrative Legal

This disposition is based on 29 CFR 32.49 (1993) which says that these records must be maintained at least three years because of possible actions of discrimination.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Applicant's home address and phone numbers; social security number [UCA 63G-2-302(1)(e) (2008)] and transcripts, excluding degrees awarded [UCA 63G-2-302(2)(d) (2008)]

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12834

3

**TITLE:** Schedule six position control reports

**DATES:** 1985-

**ARRANGEMENT:** Chronological by date received from Division of Finance

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This report is received semi-monthly from the Division of Finance, which maintains the record copy. The report shows the following information for each employee: whole or fraction of full-time employee (FTE), position control number, title code, schedule, title, range salary budget, year-to-date costs, class code, Fair Labor Standards Act status, actual range and step, hourly rate, social security number, name, next performance evaluation date, and an equal employment opportunity code indicating race.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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 disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 22.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education. Office of Education. Office of Human Resource

**SERIES:** 12834

**TITLE:** Schedule six position control reports

(continued)

**SECONDARY CLASSIFICATION(S):**

Private.

Social Security number [UCA 63G-2-302(1)(e) (2008)];  
performance evaluation dates and race [UCA  
63G-2-302(2)(a) (2008)]