

Retention and Classification Report

Agency: Board of Education. Office of Education. Office of Human Resource (1948)
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

Records Officer: Benjamin Rasmussen

12835	Adverse action files
27385	Adverse action files
12838	Conflict of interest files
12842	Employee record cards
12840	Employee service awards
12837	Equal Employment Opportunity discrimination complaint cases
12843	Equal Employment Opportunity files
12836	Grievance/appeal files
12844	Human resource management rules
03616	Personnel files (permanent employees)
12831	*Personnel files for temporary employees
12833	Position change requests and authorizations
12845	*Position classification survey studies
12832	Position descriptions
12826	Publications
12825	Recruitment files
12834	Schedule six position control reports

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).

RETENTION:

Retain for 3 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grievance records, GRS-1967.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or legal value(s).
legal appraisal based on litigation and actions against employees

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

SERIES: 12835

TITLE: Adverse action files

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(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)]

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

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

SERIES: 27385

3

TITLE: Adverse action files

DATES: 1997-

ARRANGEMENT: alphabetical

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 for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grievance records, GRS-1967.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

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

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

SERIES: 27385

TITLE: Adverse action files

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

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.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years or until superseded and then transfer to personnel file.

PRIMARY DESIGNATION:

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.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years or until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).
This disposition is based on the administrative needs expressed by the agency.

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

SERIES: 12842

TITLE: Employee record cards

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(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.

RETENTION:

Until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until made part of agency personnel file and then destroy provided retention of personnel file has been met.

PRIMARY DESIGNATION:

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).

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Complaint investigation files, GRS-1969.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

PRIMARY DESIGNATION:

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 DESIGNATION(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.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

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 for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grievance records, GRS-1967.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

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

SERIES: 12836

TITLE: Grievance/appeal files

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(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)]

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

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:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

PRIMARY DESIGNATION:

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.

RETENTION:

Retain for 65 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Performance plans and evaluations, GRS-1966.

AUTHORIZED: 06-01-2017

FORMAT MANAGEMENT:

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.

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

SERIES: 3616

TITLE: Personnel files (permanent employees)

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
The personnel files document employment and eligibility for
benefits.

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(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: 1990-2017.

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

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.

RETENTION:

Retain for 1 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-01-2012

FORMAT MANAGEMENT:

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

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

SERIES: 12831

TITLE: Personnel files for temporary employees

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(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.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02-01-2006

FORMAT MANAGEMENT:

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

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

SERIES: 12833

TITLE: Position change requests and authorizations

(continued)

PRIMARY DESIGNATION:

Public

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

SERIES: 12845

3

TITLE: Position classification survey studies

DATES: ca. 1960-1986.

ARRANGEMENT: None

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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

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.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years or until superseded or obsolete and then destroy.

PRIMARY DESIGNATION:

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)

RETENTION:

Retain until administrative need ends

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-19-2018

FORMAT MANAGEMENT:

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.

PRIMARY DESIGNATION:

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 for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1996

FORMAT MANAGEMENT:

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:

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

Public

SECONDARY DESIGNATION(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.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

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

SERIES: 12834

TITLE: Schedule six position control reports

(continued)

SECONDARY DESIGNATION(S):

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