Retention and Classification Report

Agency: Thompson Special Service District (Utah) (2198)

PO Box 400010
Thompson Springs, UT 84540
435-285-2247

Records Officer Lee Anne Asay

13289	Employment information
13288	Income tax files

AGENCY: Thompson Special Service District (Utah)

SERIES: 13289 3
TITLE: Employment information
DATES:
ARRANGEMENT: Alphabetical
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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12/23/1993

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 date of employment or until 3 years after retirement or death and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Thompson Special Service District (Utah)

SERIES: 13288 3
TITLE: Income tax files
DATES:
ARRANGEMENT: Alphabetical
DESCRIPTION:

These files contain forms for individual employee's exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12/23/1993

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Paper: Retain in Office for 4 years after form is superseded or termination of employee and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public