Retention and Classification Report

Agency: National Guard. Air Force (2557)

P.O. Box 1776
Draper, UT 84020-1776
524-3900

Records Officer Kyle Thompson

13935	Civilian pay retirement records
13934	Civilian pay time sheets

AGENCY: National Guard. Air Force

SERIES: 13935 3
TITLE: Civilian pay retirement records
DATES: 1990-
ARRANGEMENT: Alphabetical by surname
DESCRIPTION:

These records document the retirement information for civilian employees of the Utah Air National Guard. Information includes contribution amounts, employment dates, etc.

RETENTION:

Retain 65 years after employee leaves

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

AUTHORIZED: 08/06/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 65 years after employee leaves and then destroy.

Microfilm duplicate: Retain in Office for 65 years after employee leaves and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

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

AGENCY: National Guard. Air Force

SERIES: 13935
TITLE: Civilian pay retirement records

(continued)

SECONDARY DESIGNATION(S):
Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: National Guard. Air Force

SERIES: 13934 3
TITLE: Civilian pay time sheets

DATES: 1990-
ARRANGEMENT: Chronological
DESCRIPTION:

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 3 years or until administrative need ends and then destroy.

Microfilm duplicate: Retain in Office for 3 years or until administrative need ends and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public