

# 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.

**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 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.

**AGENCY:** National Guard. Air Force

**SERIES:** 13935

**TITLE:** Civilian pay retirement records

(continued)

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 2.

**PRIMARY CLASSIFICATION:**

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

**SECONDARY CLASSIFICATION(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.

**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 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:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 25.

**AGENCY:** National Guard. Air Force

**SERIES:** 13934

**TITLE:** Civilian pay time sheets

(continued)

**PRIMARY CLASSIFICATION:**

Public