# Retention and Classification Report

**Agency:** Ogden (Utah). Personnel Office (2822)

2484 Washington Blvd.
Ogden, UT 84401-3219

**Records Officer**

| | |
|---|---|
| 20355 | Court ordered community service files |
| 20356 | Eligibility register |
| 20357 | Employee history card |
| 20359 | Employment application not hired |
| 20358 | Employment applications |
| 20360 | Employment eligibility records (I-9) |
| 20361 | Interview records |
| 20362 | Job title files |
| 84898 | Personnel files |
| 20363 | Position survey files |
| 20364 | Pre-employment health records |
| 20365 | Promotional tests |
| 20366 | Salary surveys |
| 20367 | Teaching aids training record |
| 20368 | Temporary employees personnel files |

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 20355 3
**TITLE:** Court ordered community service files

**DATES:** ca. 1959-
**ARRANGEMENT:** Alphabetical by surname
**DESCRIPTION:**

These files document participation in court ordered community service projects. A district, circuit, or juvenile court may order the completion of a specific number of hours of community service in lieu of a jail term or payment of a fine. The files include an introduction form from the court which contains name, number of hours of community service ordered to perform, by what date, and any expectations; a copy of the court order; and a time sheet showing how many hours have been completed. The court having jurisdiction of the case retains the record copy of these records.

**RETENTION:**

Retain 1 year after completion of community service

**DISPOSITION:**
Destroy.

**STATE RECORDS COMMITTEE STATUS:**
This retention was approved by the State Records Committee on 11/01/1996.

**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 after completion of community service and then destroy.

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 20355
**TITLE:** Court ordered community service files

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 17.

**PRIMARY CLASSIFICATION:**
Public

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 20356 3
**TITLE:** Eligibility register
**DATES:** ca. 1959-
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

This a a register of persons identified as qualified (eligible) to fill specific municipal positions. The municipality hires from this register.

**RETENTION:**

Retain 2 years after expiration of eligibility.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**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 expiration of eligibility and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 4.

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 20356
**TITLE:** Eligibility register

(continued)

**PRIMARY CLASSIFICATION:**
Private

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 20357 3
**TITLE:** Employee history card
**DATES:** ca. 1959-
**ARRANGEMENT:** Alphabetical by employee name
**DESCRIPTION:**

These cards provide a summary of individual employee municipal employment. They are used exclusively for easy reference. The cards include the employee's name, date service began, social security number, birth date, health certificates and dates, work experience, salaries, and special assignments.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**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 7 years after separation or until 2 years after retirement and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 6.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 20359 3
**TITLE:** Employment application not hired
**DATES:** ca. 1959-
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

These are application forms completed by persons seeking municipal employment who were not hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references.

**RETENTION:**

Retain 2 years after application deadline

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**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 application deadline and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 20.

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 20359
**TITLE:** Employment application not hired

(continued)

**PRIMARY CLASSIFICATION:**
Private

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 20358 3
**TITLE:** Employment applications
**DATES:** ca. 1959-
**ARRANGEMENT:** Alphabetical by applicant's name.
**DESCRIPTION:**

These are application forms completed by persons seeking municipal employment who were subsequently hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references. This should be filed in the Personnel file.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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 transferred to personnel file.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 1.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 20360 3
**TITLE:** Employment eligibility records (I-9)
**DATES:** 1986-
**ARRANGEMENT:** Chronological, thereunder alphabetical by employee's name
**DESCRIPTION:**

This form is required by the U.S. Immigration and Naturalization Service to be completed by all employers when hiring, when recruiting for a fee, or when continuing to employ individuals in accordance with 8 CFR 274a.2 (1993)). It is used to verify the prospective employee is a U.S. citizen, resident alien, or legal immigrant eligible to be hired in the United States.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**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 after date of hire or until 1 year after termination date whichever is longer and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 34.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 20361 3
**TITLE:** Interview records
**DATES:** ca. 1959-
**ARRANGEMENT:** Alphabetical by job title
**DESCRIPTION:**

These are records described in 29 CFR 1602.14 (1992) relating to interviews with prospective employees. They include correspondence, reports, lists of questions, notes, and test scores.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**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 hiring decision is made and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 25.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 20362 3
**TITLE:** Job title files
**DATES:** ca. 1959-
**ARRANGEMENT:** Alphabetical by job title
**DESCRIPTION:**

These files contain a listing of all current municipal job openings with job descriptions.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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 Municipal General Records Retention Schedule, Schedule 9, Item 10.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 84898 4
**TITLE:** Personnel files
**DATES:** 1959-
**ARRANGEMENT:** Alphabetical by employee surname
**DESCRIPTION:**

A file maintained by the city personnel office is created for each employee upon hire. The file is retained and updated throughout the term of employment. Files may contain a W4; employment applications; requests for employment from Job Service; action notices for hire or termination; any correspondence between employee and employer regarding employment.

**RETENTION:**

Retain 30 years after separation or 3 years after death.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**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 30 years after separation of employee or 3 years after retirement and then destroy.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 84898
**TITLE:** Personnel files

(continued)

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

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 20363 3
**TITLE:** Position survey files
**DATES:** ca. 1959-
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

These are survey reports on various positions prepared by classification specialists determining accuracy of position description, grade, and salary. They may also include periodic reports.

**RETENTION:**

Retain 3 years or until position is resurveyed, whichever occurs first.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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 or until position is resurveyed, whichever occurs first and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 14.

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 20363
**TITLE:** Position survey files

(continued)

**PRIMARY CLASSIFICATION:**
Public

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 20364 3
**TITLE:** Pre-employment health records

**DATES:** ca. 1959-
**ARRANGEMENT:** Alphabetical by employee name

**DESCRIPTION:**

These health records document pre-employment physicals for municipal positions which provide the baseline health data on municipal employees who qualified for the specific positions, particularly for police department and fire department positions. These records are used to limit liability in deployment of workers, to establish the health status of potential workers, and to limit the effect of occupational related diseases and conditions that might limit an employee's ability to perform assigned duties. These records include chest and back x-rays, hypertension screenings, blood series, and medical histories.

**RETENTION:**

Retain 30 years

**DISPOSITION:**
Destroy.

**STATE RECORDS COMMITTEE STATUS:**
This retention was approved by the State Records Committee on 11/01/1996.

**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 30 years and then destroy.

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 20364
**TITLE:** Pre-employment health records

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 37.

**PRIMARY CLASSIFICATION:**
Private

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 20365 3
**TITLE:** Promotional tests
**DATES:** ca. 1959-
**ARRANGEMENT:** Alphabetical by employee name
**DESCRIPTION:**

These are tests taken by municipal employees to determine eligibility for promotion. They include the actual tests, answer keys, individual test scores, and the results from oral interviews.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**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 2 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 39.

**PRIMARY CLASSIFICATION:**

Protected

**SECONDARY CLASSIFICATION(S):**

Private. name and score

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 20366 3
**TITLE:** Salary surveys
**DATES:** ca. 1959-
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

These are salary survey reports on various municipal positions. They are used to compare salary ranges, benefits, education, and required experience. They include positions, grades, salaries, benefits, education, and experience.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**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 3 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 40.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (2008)

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 20367 3
**TITLE:** Teaching aids training record

**DATES:** ca. 1959-
**ARRANGEMENT:** Alphabetical by topic, thereunder chronological
**DESCRIPTION:**

These are records of teaching aids which include manuals, syllabi, textbooks, and other training aids developed by the agency.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**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 until obsolete or superseded and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 15.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 20368 3
**TITLE:** Temporary employees personnel files
**DATES:** ca. 1959-
**ARRANGEMENT:** Alphabetical by employee name
**DESCRIPTION:**

These are files maintained on temporary employees who were not provided benefits by the municipality. They include copies of correspondence and employment forms. They do not include personnel records created for specific federal programs.

**RETENTION:**

Retain 1 year after separation.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**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 after separation and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 32.

**AGENCY:** Ogden (Utah). Personnel Office

**SERIES:** 20368
**TITLE:** Temporary employees personnel files

(continued)

**PRIMARY CLASSIFICATION:**
Private

**SECONDARY CLASSIFICATION(S):**
Public. UCA 63G-2-301(1)(b)