

Retention and Classification Report

Agency: Ogden (Utah). Personnel Office (2822)
2484 Washington Blvd.
Ogden, UT 84401-3219

Records Officer

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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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 17.

AUTHORIZED: 08/14/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after completion of community service and then destroy.

APPRAISAL:

AGENCY: Ogden (Utah). Personnel Office

SERIES: 20355

TITLE: Court ordered community service files

(continued)

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 61.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after expiration of eligibility and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 6.

AUTHORIZED: 08/14/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after separation or until 2 years after retirement and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 61.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 1.

AUTHORIZED: 08/14/1998

FORMAT MANAGEMENT:

Paper: Retain in Office until transferred to personnel file.

APPRAISAL:

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 67.

AUTHORIZED: 11/02/2016

FORMAT MANAGEMENT:

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:

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 61.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after hiring decision is made and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

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 2 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 61.

AUTHORIZED: 01/20/2016

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 30 years after separation of employee or 3 years after retirement and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(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 2 years or until position is resurveyed, whichever occurs first.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 61.

AUTHORIZED: 01/22/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until position is resurveyed, whichever occurs first and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

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 3 years after end of employment

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 65.

AUTHORIZED: 05/09/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after end of employment and then destroy.

APPRAISAL:

AGENCY: Ogden (Utah). Personnel Office

SERIES: 20364

TITLE: Pre-employment health records

(continued)

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 39.

AUTHORIZED: 08/14/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Protected

SECONDARY DESIGNATION(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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 40.

AUTHORIZED: 08/14/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 15.

AUTHORIZED: 08/14/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 32.

AUTHORIZED: 08/14/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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