

Retention and Classification Report

Agency: Sandy (Utah). Chief Administrator (3050)

10000 Centennial Parkway
Sandy, UT 84070
801 568-7100

Records Officer

25177 Personnel files

AGENCY: Sandy (Utah). Chief Administrator

SERIES: 25177

3

TITLE: Personnel files

DATES: 1937-

ARRANGEMENT: Alphabetically by last name

DESCRIPTION:

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, pay and leave history, work performance, benefits information, and evaluation forms.

RETENTION:

Retain 65 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2004.

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 transfer to State Records Center. Retain in State Records Center for 62 years or until 3 years after retirement or death(UCA 49-11-602(2) and then destroy.

APPRAISAL:

Administrative Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 12.

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

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(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

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

Controlled. UCA 63G-2-304