

# Retention and Classification Report

**Agency:** Sandy (Utah). Chief Administrator (3050)  
10000 Centennial Parkway  
Sandy, UT 84070  
801 568-7100

**Records Officer:** Molly Spira

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