

# Retention and Classification Report

**Agency:** St. George (Utah). Mayor (3061)

175 East 200 North  
St. George, UT 84770  
(435)627-4001

**Records Officer:** Christina Fernandez

26559 Flex benefits enrollment forms

**AGENCY:** St. George (Utah). Mayor

**SERIES:** 26559

3

**TITLE:** Flex benefits enrollment forms

**DATES:** 1987-

**ARRANGEMENT:** Alphabetically by employee surname

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These forms were created by the city to assist employees in determining how to spend their flex dollars for insurance. They are used by Payroll to determine how much should be deducted from paychecks and by Human Resources to determine which insurance plan to enroll an employee. Information on the forms includes name, address, social security number, phone number, amount of city's bi-weekly contributions to medical reimbursement account, contributions to dependent care reimbursement account, contributions to 401 or 457 accounts, life insurance, signature and date.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**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.

**AGENCY:** St. George (Utah). Mayor

**SERIES:** 26559

**TITLE:** Flex benefits enrollment forms

(continued)

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 8.