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.