Retention and Classification Report

Agency: Salt Lake City School District (Utah). Personnel Services (1093)

440 East 100 South
Salt Lake City, UT 84111
801-578-8340

Records Officer: _____

84817 Personnel files

AGENCY: Salt Lake City School District (Utah). Personnel Services

SERIES: 84817 3
TITLE: Personnel files
DATES: 1942-
ARRANGEMENT: Alphabetical by employee's surname
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These are the personnel files for all certified district employees. They are used to document employment. The files include the employment applications, authorizations for hire forms, placement records, employee history card, copies of school transcripts, pay and leave history, work performance, in-service training completion certificates and credits, evaluation records, teaching certificates, previous teaching experience, contracts, lane change requests, and related correspondence. May also include fingerprints and verification of the criminal background check.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Performance plans and evaluations, GRS-1966.

AUTHORIZED: 06-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

Microfilm master: Retain in Archives for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then destroy.

AGENCY: Salt Lake City School District (Utah). Personnel Services

SERIES: 84817
TITLE: Personnel files

(continued)

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the Personnel Office.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(a), 63G-2-302(1)(e), 63G-2-302(2)(a)