Retention and Classification Report

Agency: Board of Education. Office of Education. Office of Human Resource (1948)
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

Records Officer Benjamin Rasmussen

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AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 12835 3
TITLE: Adverse action files
DATES: 1984-
ARRANGEMENT: Alphabetical by type of action, thereunder chronological by year, thereunder alphabetical by employee surname
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These files include copies of the proposed action with supporting documents which may include statements of witnesses, employee's replies to charges, hearing notices, reports, decisions of administrative hearings, reversals of action, and appeals. These files are interfiled with Equal Employment Opportunity discrimination complaint case files (series 12837) and Grievance/appeal files (series 12836).

RETENTION:

Retain 3 years after resolution and then destroy

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 64.

AUTHORIZED: 07/29/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after resolution and then destroy.

APPRAISAL:

Administrative Legal
legal appraisal based on litigation and actions against employees

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 12835
TITLE: Adverse action files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(e), (2)(a), (2)(d) (2008)

SECONDARY DESIGNATION(S):

Public. Nature of charges and disciplinary action taken if charges were upheld and all appeal deadlines have passed [UCA 63G-2-301(2)(o) (2008)]

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 27385 3
TITLE: Adverse action files
DATES: 1997-
ARRANGEMENT: alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

Case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary separation, suspension without pay, reduction in force) against the employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and appeal of records.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 64.

AUTHORIZED: 07/29/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 27385
TITLE: Adverse action files

(continued)

PRIMARY DESIGNATION:
Private

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 07/2015.

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 12838 3
TITLE: Conflict of interest files
DATES: 1993-
ARRANGEMENT: Chronological by date received
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files contain letters from employees who hold second jobs outside of the Utah State Office of Education (USOE). These letters are assurances that there is no conflict of interest between the two jobs which the employee has and that work performance at USOE will not suffer as a result of the second job.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/20/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years or until superseded and then transfer to personnel file.

APPRAISAL:

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(e), (2)(d) (2008)

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 12842 3
TITLE: Employee record cards
DATES: ca. 1960-
ARRANGEMENT: Alphabetical by employee surname
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

This record series is composed of cards which show the employee's name, current address, and salary history. Upon separation, the cards are transferred to a separate alphabetical sequence. The cards are used as a quick reference guide for Human Resources personnel.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years or until administrative need ends and then destroy.

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Home address [UCA 63G-2-302(1)(e) (2008)]

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 12840 3
TITLE: Employee service awards
DATES: 1990-
ARRANGEMENT: Chronological by year, thereunder alphabetical by employee surname
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records document service awards given to employees for the years they have worked for the State of Utah. Awards are given every five years. These records include the dates of service and savings bond order form.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/20/1993

FORMAT MANAGEMENT:

Paper: Retain in Office until made part of agency personnel file and then destroy provided retention of personnel file has been met.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 12837 3
TITLE: Equal Employment Opportunity discrimination complaint case files
DATES: 1984-
ARRANGEMENT: Alphabetical by type, thereunder chronological by year, thereunder alphabetical by employee surname
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These files include those complaints filed by employees alleging illegal discrimination. The case files may include any or all of the following documents: employee statements, witness statements, reports or transcripts of hearings or interviews, examiner's findings and recommendations, exhibits, and requests for reconsideration. These files are interfiled with Adverse action files (series 12835) and Grievance/appeal files (series 12836).

RETENTION:

Retain 7 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 66.

AUTHORIZED: 07/20/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:
Private UCA 63G-2-302(1)(e), (2)(a), (2)(d) (2008)

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 12837
TITLE: Equal Employment Opportunity discrimination complaint case files

(continued)

SECONDARY DESIGNATION(S):

Public.	Nature of charges, if made, and disciplinary action taken if charges were upheld and all appeal deadlines have passed [UCA 63G-2-301(2)(o) (2008)]

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 12843 3
TITLE: Equal Employment Opportunity files
DATES: 1992-
ARRANGEMENT: Alphabetical by job title, thereunder chronological by date application was received
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

This series is composed of the employment application pages which indicate the name, address, social security number, date of application, title for which applied, grade for which applied, gender, age, and ethnic group of applicants for Education jobs.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/20/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

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

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 12836 3
TITLE: Grievance/appeal files
DATES: 1984-
ARRANGEMENT: Alphabetical by type, thereunder chronological by year, thereunder alphabetical by employee surname.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These files include complaints filed by employees as grievances against the Utah State Office of Education. The case files may include any or all of the following documents: employee and witness statements, reports or transcripts of hearings or interviews, examiner's findings and recommendations, exhibits, and requests for reconsideration. These files are interfiled with Adverse action files (series 12835) and Equal Employment Opportunity discrimination complaint files (series 12837).

RETENTION:

Retain 3 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 64.

AUTHORIZED: 07/29/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 12836
TITLE: Grievance/appeal files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(e), (2)(a), (2)(d) (2008)

SECONDARY DESIGNATION(S):

Public. Nature of charges and disciplinary action taken if charges were upheld and all appeal deadlines have passed [UCA 63G-2-301(2)(o) (2008)]

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 12844 3
TITLE: Human resource management rules
DATES: 1989-
ARRANGEMENT: Chronological by year received
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

This series includes policy statements from the Department of Human Resource Management (DHRM) which are to guide Human Resource Management practices throughout the Utah state government. Also included are Utah State Office of Education internal policies. These policies may appear as manuals or occasional releases from DHRM.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/20/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Paper copy: Retain in Office until superseded and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 3616 3
TITLE: Personnel files (permanent employees)
DATES: 1896-
ARRANGEMENT: Grouped by current or former employees, thereunder alphabetical by employee surname
ANNUAL ACCUMULATION: 2.50 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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 14, Item 1.

AUTHORIZED: 04/27/2010

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after separation of employee and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

Microfilm master: Retain in Office for 2 years after retirement or separation of employee and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

APPRAISAL:

Administrative Historical
The personnel files document employment and eligibility for benefits.

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 3616
TITLE: Personnel files (permanent employees)

(continued)

PRIMARY DESIGNATION:

Private	UCA 63G-2-302(1)(e), (2)(a) (2008)

SECONDARY DESIGNATION(S):

Public.	Name, gender, gross compensation, title, job description, work address and phone number, number of hours worked per pay period, dates of employment, relevant education, and previous employment

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 12831 3
TITLE: Personnel files for temporary employees
DATES: 1990-
ARRANGEMENT: Alphabetical by employee surname, thereunder reverse chronological by pay period dates
ANNUAL ACCUMULATION:
DESCRIPTION:

The Utah State Office of Education maintains personnel files on temporary employees which include the time sheets for the employees and the Position Authorization Form which allowed the position to be created. The time sheets include the name, social security number, department, and division of the employee; employee home address, birth date, hourly pay rate, and employment date; low organization and task numbers; total regular and overtime hours; ending date of pay period; number of overtime and regular hours worked on a daily basis; employee and supervisor signature; and department head authorization. Position Authorization Forms show the name of the person requesting creation of the position, proposed grade and title for the position, reason for creation, name of supervisor, method of recruitment, and any special requirements for the position.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/20/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after separation and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(e) (2008)

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 12831
TITLE: Personnel files for temporary employees

(continued)

SECONDARY DESIGNATION(S):

Public.	Employee name, gender, and employment date; total hours worked in the pay period; and entire Position Authorization Form

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 12833 3
TITLE: Position change requests and authorizations
DATES: 1988-
ARRANGEMENT: Chronological by request date
ANNUAL ACCUMULATION: 0.70 cubic feet.
DESCRIPTION:

Changes in actual job responsibilities or workload can result in a change in a job classification. In order to change a classification, authorization must be gained from the Department of Human Resource Management (DHRM). In order to secure this authorization, a DHRM-9 form must be filed along with a position description (series 12832) and an organizational chart. The DHRM-9 includes the identification and address of the requesting agency, action requested to be taken, authorizing signatures for the agency, authorizing signatures for DHRM, funding sources impacted, and the effective date of the change. All of these documents are included in this series. Though not required, letters from supervisors may be included in addition to the foregoing documents.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/20/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 12832 3
TITLE: Position descriptions
DATES: 1992-
ARRANGEMENT: Alphabetical by job title
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

These records describe established positions within the Utah State Office of Education. The information in these files includes title, series, grade, duties, responsibilities, and physical requirements for the job.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/20/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years or until superseded or obsolete and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 12826 3
TITLE: Publications
DATES: 1989-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/18/1993

FORMAT MANAGEMENT:

Paper: Retain in Office until publication and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 12825 3
TITLE: Recruitment files
DATES: 1988-
ARRANGEMENT: Chronological by recruitment dates, thereunder alphabetical by applicant name
ANNUAL ACCUMULATION: 6.00 cubic feet.
DESCRIPTION:

These files contain documentation of the recruiting efforts of the Utah State Office of Education. They include the authorization and announcement in addition to the applications received from individuals, a register of applicants, certification of applicants by the Department of Human Resource Management, and rejection or offer letters. Applications for employment include name; address; phone number; social security number; employment history, including hours worked, duties, title, supervisor, dates of employment, and reason for leaving each previous job; and educational history, including dates of attendance, major(s), degree(s) awarded, and transcripts for all postsecondary schools attended. Applications and other documents relating to the person hired are transferred to begin a personnel file (series 3616) for that individual.

RETENTION:

Retain 4 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 12825
TITLE: Recruitment files

(continued)

APPRAISAL:

Administrative Legal
This disposition is based on 29 CFR 32.49 (1993) which says that these records must be maintained at least three years because of possible actions of discrimination.

PRIMARY DESIGNATION:
Public

SECONDARY DESIGNATION(S):

Private.	Applicant's home address and phone numbers; social security number [UCA 63G-2-302(1)(e) (2008)] and transcripts, excluding degrees awarded [UCA 63G-2-302(2)(d) (2008)]

AGENCY: Board of Education. Office of Education. Office of Human Resource

SERIES: 12834 3
TITLE: Schedule six position control reports
DATES: 1985-
ARRANGEMENT: Chronological by date received from Division of Finance
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

This report is received semi-monthly from the Division of Finance, which maintains the record copy. The report shows the following information for each employee: whole or fraction of full-time employee (FTE), position control number, title code, schedule, title, range salary budget, year-to-date costs, class code, Fair Labor Standards Act status, actual range and step, hourly rate, social security number, name, next performance evaluation date, and an equal employment opportunity code indicating race.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/20/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Social Security number [UCA 63G-2-302(1)(e) (2008)]; performance evaluation dates and race [UCA 63G-2-302(2)(a) (2008)]