Retention and Classification Report

Agency: Thompson Special Service District (Utah) (2198)

HC 11 Box 400010
Thompson, UT 84540
435-285-9919

Records Officer: _____

13289	Employment information
13288	Income tax files

AGENCY: Thompson Special Service District (Utah)

SERIES: 13289 3
TITLE: Employment information
DATES: undated
ARRANGEMENT: Alphabetical
DESCRIPTION:

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION:

Retain for 65 year(s) or until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Thompson Special Service District (Utah)

SERIES: 13288 3
TITLE: Income tax files
DATES: undated
ARRANGEMENT: Alphabetical
DESCRIPTION:

These files contain forms for individual employee's exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

RETENTION:

Retain for 3 year(s) after superseded or until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after form is superseded or termination of employee and then destroy.

PRIMARY DESIGNATION:

Public