

## Retention and Classification Report

**Agency:** Sandy (Utah). Chief Administrator (3050)

10000 Centennial Parkway  
Sandy, UT 84070  
801 568-7100

**Records Officer:** \_\_\_\_\_

25177      Personnel files

**AGENCY:** Sandy (Utah). Chief Administrator

**SERIES:** 25177

3

**TITLE:** Personnel files

**DATES:** 1937-

**ARRANGEMENT:** Alphabetically by last name

**DESCRIPTION:**

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, pay and leave history, work performance, benefits information, and evaluation forms.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 62 years or until 3 years after retirement or death(UCA 49-11-602(2) and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

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(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301(1)(b)(2008)

Controlled. UCA 63G-2-304