

Position descriptions (GRS-2550)

Utah General Retention Schedule

Description

These files describe established positions including information on title, series, grade, duties, and responsibilities. Information also contains Position Description Questionnaire (PDQ).

Retention and Disposition

Retain for 4 years, and then destroy records.

Categories

People with Disabilities

Effective

06/1995

Previous Schedule Number

SG-4(1116)-26