

Student employee files (GRS-1437)

Utah General Retention Schedule

Description

These files document students temporarily hired by the school district for groundskeeping, building maintenance, answering telephones, and office assistance. They include application, evaluation, work schedule, and related correspondence.

Retention and Disposition

Retain for 1 year after separation, and then destroy records.

Appraisal

These records have administrative value(s).

Appraisal Note

Value of records is based on their usefulness for carrying out the agency's current business.

Categories

Human Resources

Effective

05/1998

Previous Schedule Number

SD-14-9