

Pre-employment health records (GRS-180)

Utah General Retention Schedule

Description

These health records document preemployment physicals for county positions providing the baseline health data on county employees who qualified for specific positions particularly for the sheriff's office and the fire department positions. These records are used to limit liability in deployment of workers, to establish the health status of potential workers, and to limit the effect of occupational related diseases and conditions that might limit an employee's ability to perform assigned duties. These records include chest and back x-rays, hypertension screenings, blood series, and medical histories.

Retention and Disposition

Retain for 30 years, 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

11/1995

Previous Schedule Number

CO-8-37