

This schedule has been discontinued. Please use GRS-1965: Employment history records.

Certified employee history cards (GRS-1431) (DISCONTINUED)

Utah General Retention Schedule

Description

These cards provide an employment history summary of certified district employees. They are used exclusively for easy reference, and are part of the employee's personnel file. They contain the basic employment history, past and current of all district certified employees. The card includes name, home address and telephone number, social security number, date hired, work and salary history (year, school, assignment, step and lane, salary), education (dates, degrees, major, minor, college/university), and certification (date, title of certification, and date of expiration). This information has been computerized in many districts.

Retention and Disposition

Retain permanently. Transfer records to the archives.

Categories

Human Resources

Effective

06/2011 – 04/2018

Previous Schedule Number

SD-14-3