

Promotional tests (GRS-923)

Utah General Retention Schedule

Description

These are tests taken by municipal employees to determine eligibility for promotion. They include the actual tests, answer keys, individual test scores, and the results from oral interviews.

Retention and Disposition

Retain for 2 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

04/2018

Previous Schedule Number

MUN-9-39