Employee health and medical records (GRS-1968)

Utah General Retention Schedule

Description
These records document an employee's health and medical history as it relates to their employment. They may include doctor's notes, Family Medical Leave Act records, physical or psychological evaluations, or any other records related to an employee's fitness for duty.

Retention and Disposition
Retain for 7 years, and then destroy records.

Appraisal
These records have administrative value(s).

Categories
Human Resources

Effective
11/2020

Previous Schedule Number
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