

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

SG-11-65