Employment history records (GRS-1965)

Utah General Retention Schedule

Description
Employment history documents the application, hiring, cumulative salary, and employment with a governmental entity of all personnel, including all records necessary to calculate benefits. Information may include employee details, department and position information, earnings, deductions, and other records. Final actions taken as a result of disciplinary action are included in this schedule.

Retention and Disposition
Retain until earliest of: three years after retirement or death, or 65 years after date of hire, and then destroy records.

Appraisal
These records have administrative, fiscal, and/or legal value(s).

Appraisal Note
These records have legal value as they document employment and eligibility for benefits as a result of such employment for the employee or for the employee's heir per Utah Code 49-11-602(2017).

Categories
Human Resources

Effective
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