

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

01/2023

Previous Schedule Number

SG-11-62