

Adverse action files (GRS-2333)

Utah General Retention Schedule

Description

Case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction in force) against an employee. The file includes a copy of the proposed adverse action with supporting papers, statement of witnesses, employee's reply, hearing notices, reports, decisions, reversal of action and appeal of records, excluding letters of reprimand.

Retention and Disposition

Retain for 5 years after final action, and then destroy records.

Categories

Human Resources

Effective

08/1999

Previous Schedule Number

SG-7(229)-1