

# Disciplinary hearing audio tapes (GRS-2335)

## Utah General Retention Schedule

### Description

Provides an audio tape recording of an employee's disciplinary hearing. The recordings may be transcribed and retained for 5 years.

### Retention and Disposition

Retain for 5 years, and then destroy records.

### Categories

Human Resources

### Effective

08/1999

### Previous Schedule Number

SG-7(229)-3