

Employee educational assistance program files (GRS-2337)

Utah General Retention Schedule

Description

These records document the educational assistance program which provides support to employees for professional development. Files may contain applications for assistance, letters of approval, memos, grades and warrant requests.

Retention and Disposition

Retain for 5 years, and then destroy records.

Categories

Human Resources

Effective

08/1999

Previous Schedule Number

SG-7(229)-5