

# Performance plan (GRS-2342)

## Utah General Retention Schedule

### Description

Record of performance understanding completed between the employee and their supervisor. The plan consists of time-frames, duties identified, yearly goals and expectations of the employee.

### Retention and Disposition

Retain for 30 years after separation, and then destroy records.

### Categories

Human Resources

### Effective

08/1999

### Previous Schedule Number

SG-7(229)-10