

Personnel files (GRS-2343)

Utah General Retention Schedule

Description

Complete work history for employees within the Department of Corrections. Information may include current performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification, job swap agreement, overtime agreement, application for employment, employee's social security card (copy), notice of personnel action, termination form, employment eligibility verification form, exit interview form, new employee orientation self-guide and retirement/deferred compensation plan notification. In addition files may contain completion of course certificates, letters of commendation, performance plans and evaluations and leave adjustment reports.

Retention and Disposition

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

Categories

Human Resources

Effective

08/1999

Previous Schedule Number

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