

Staff schedules (GRS-2346)

Utah General Retention Schedule

Description

These files document the work schedules for correctional personnel within each section. The schedules are prepared monthly and weekly and are used to verify time sheets. Information includes date, shift leader's name, staff on duty during the respective shift, and the position assigned to each employee.

Retention and Disposition

Retain for 6 months, and then destroy records.

Categories

Human Resources

Effective

08/1999

Previous Schedule Number

SG-7(229)-14