

# Time sheets (GRS-2347)

## Utah General Retention Schedule

### Description

Provides a record of employee time sheets, including flextime attendance reports, supplemental time and attendance records, such as sign-in/sign-out sheets and work reports that are used for time accounting under flextime schedules.

### Retention and Disposition

Retain for 3 years, and then destroy records.

### Categories

Human Resources

### Effective

08/1999

### Previous Schedule Number

SG-7(229)-15