# Leave adjustment reports (GRS-2509)

## **Utah General Retention Schedule**

## Description

Shows all leave adjustments made during a pay period. Shows category of adjustment, the amount, social security number and employee name.

## **Retention and Disposition**

Retain for 3 years, and then destroy records.

## Categories

Juvenile Justice Services

#### **Effective**

07/1999

#### **Previous Schedule Number**

SG-3(1116)-16