

# Time and attendance reports (GRS-2517)

## Utah General Retention Schedule

### Description

State 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 systems.

### Retention and Disposition

Retain for 3 years, and then destroy records.

### Categories

Juvenile Justice Services

### Effective

07/1999

### Previous Schedule Number

SG-3(1116)-24