

# Agency personnel records (GRS-2528)

## Utah General Retention Schedule

### Description

These are complete work histories of individuals while employed by the State. Refer to UCA 67-18-1, et. seq. (1992). When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position descriptions, career mobility agreements, insurance benefits notifications (ADNT-1), job swap agreements, and overtime agreements.

### Retention and Disposition

Retain for 65 years after separation, and then destroy records.

### Categories

People with Disabilities

### Effective

06/1995

### Previous Schedule Number

SG-4(1116)-4