

Title v personnel case files (GRS-421)

Utah General Retention Schedule

Description

These files document the participation of persons in the Senior Service Employment Program under 20 CFR 641 (2008). This program provides for the hiring of low-income persons over the age of fifty-five. The files include income certification form, client intake form, any related correspondence, and if applicable termination forms.

Retention and Disposition

Retain for 4 years after separation, and then destroy records.

Appraisal

These records have administrative value(s).

Categories

Aging and Adult Services

Effective

12/1992

Previous Schedule Number

CO-19-21