

Emergency and other personal leave files (GRS-889)

Utah General Retention Schedule

Description

These records show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor.

Retention and Disposition

Retain for 4 years, and then destroy records.

Appraisal

These records have administrative, and/or fiscal value(s).

Categories

Human Resources

Effective

12/1997

Previous Schedule Number

MUN-9-5