

Exempt employee performance-related records (GRS-891)

Utah General Retention Schedule

Description

These files document the performance of exempt employees. They may include performance records superseded through an administrative, judicial, or quasi-judicial procedure; performance appraisals along with job elements and standards upon which they are based; and supporting documentation.

Retention and Disposition

Retain for 5 years, and then destroy records.

Appraisal

These records have administrative value(s).

Categories

Human Resources

Effective

12/1997

Previous Schedule Number

MUN-9-7