

Retention and Classification Report

Agency: Office of Personnel Management (789)

State Office Building, Room 2120
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801-538-3025

Records Officer: _____

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25676	*Workplace discrimination and harassment investigations

AGENCY: Division of Human Resource Management

SERIES: 1048

3

TITLE: Administrative records

DATES: 1966-1980.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Correspondence, contract agreements, standards, billings, terminated employees, Advisory Board materials, Service Center materials, publications, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Division of Human Resource Management

SERIES: 81576

3

TITLE: Administrative rules working files

DATES: 1979-

ARRANGEMENT: Chronological by year, thereunder numerical by rule number.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are working papers, tracking documents, and analytic studies of policies used in the formulation of administrative rules for the Department of Human Resource Management. These records include correspondence from agencies and interest groups, information received from public hearings, public comments received in connection with public hearings, and draft copies used in the formulation and revising of administrative rules.

RETENTION:

Permanent. Retain for 20 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years after effective date and then transfer to State Archives.

Computer data files: Retain in Office for 20 years after effective date and then transfer to State Archives.

APPRAISAL:

These records have administrative, and/or historical value(s).
The historical appraisal is based on the value of these records to researchers.

RETENTION JUSTIFICATION:

AGENCY: Division of Human Resource Management

SERIES: 81576

TITLE: Administrative rules working files

(continued)

The Department of Human Resource Management (DHRM) references these records for years and even decades after a rule has been finalized, in order to see the thought process and revision process that went into the rule creation/update. Therefore, DHRM has a need to retain these records for 20 years in-office instead of 7.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Division of Human Resource Management

SERIES: 81574

3

TITLE: Agency delegation and evaluation agreements

DATES: 1982-2006.

ARRANGEMENT: Alphabetical by department

DESCRIPTION:

These records document the delegation of personnel responsibilities to contracting agencies. They include reports on evaluations, copies of letters, memos, meeting agenda, self evaluation questionnaires, interview formats, entrance/exit conference agenda, and findings and recommendations in regards to classifications, training, organizational development, and employee assistance.

RETENTION:

Retain for 5 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after termination of contract and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Division of Human Resource Management

SERIES: 25722

3

TITLE: Americans with Disabilities Act medical records

DATES: 1990-2006.

ARRANGEMENT: Alphabetical by agency, thereunder by employee last name.

DESCRIPTION:

This record contains confidential medical information used to evaluate whether an employee has a qualifying disability under the Americans with Disabilities Act and what reasonable accommodations can be made. Medical information is not placed in the regular personnel file, but is kept in a separate medical file only accessible by authorized officials in accordance with 29 CFR 1630.4(c)(1) (2004).

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Americans with disabilities act (ada) accommodation requests, GRS-1434.

AUTHORIZED: 07-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Exempt 29 CFR Sec.1630.14(c)(1)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: Division of Human Resource Management

SERIES: 25725

3

TITLE: Americans with Disabilities Act requests for accommodation

DATES: 1990-2006.

ARRANGEMENT: Alphabetical by agency, thereunder by requestor's name.

DESCRIPTION:

These are requests made by individuals seeking disability accommodations. Included is data regarding accommodations granted, denials, appeals, and additional information related to requests submitted by service, program, and activity recipients.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Americans with disabilities act (ada) accommodation requests, GRS-1434.

AUTHORIZED: 07-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: Division of Human Resource Management

SERIES: 81577

3

TITLE: Answer and score sheets

DATES: 1983-1997.

ARRANGEMENT: none

DESCRIPTION:

These answer and score sheets are for examinations taken by applicants who met minimum qualifications for state positions such as registered environmental health specialists (sanitarians), bank examiners, and accountants. Maintained separately from application materials and used to indicate the date and score of persons taking the examinations for licensing purposes. This record includes name of applicant, date, raw final score and answers to examination questions on computer readable form.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until microfilmed and then transfer to State Records Center. Retain in State Records Center for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).
RDR 75-67: microfilming.

AGENCY: Division of Human Resource Management

SERIES: 81577

TITLE: Answer and score sheets

(continued)

PRIMARY DESIGNATION:

Controlled

AGENCY: Division of Human Resource Management

SERIES: 29871

3

TITLE: Audit reports

DATES: 2017-

ARRANGEMENT: Chronological by completion date.

DESCRIPTION:

These are reports produced as a result of internal or external audits regarding DHRM workflows and other work processes, programs, or operations. The audits may be compliance, performance, or other in nature.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These records provide evidence of business processes of the government.

AGENCY: Division of Human Resource Management

SERIES: 29871

TITLE: Audit reports

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(3)(q) (2020)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(10,16) (2020)

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Division of Human Resource Management

SERIES: 29872

3

TITLE: Audit workpapers

DATES: 2017-

ARRANGEMENT: Chronological by completion date.

DESCRIPTION:

These records contain the audit tests and other means which provide evidence supporting the final audit report(s). They may include documents, analysis, data, correspondence, etc., which documents audit findings and conclusions.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit work papers, GRS-1728.

AUTHORIZED: 10-24-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(3)(q) (2020)

AGENCY: Division of Human Resource Management

SERIES: 29872

TITLE: Audit workpapers

(continued)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(10,16) (2020)

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Division of Human Resource Management

SERIES: 11276

3

TITLE: Budget records

DATES: 1984-1996.

ARRANGEMENT: chronological

DESCRIPTION:

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: Division of Human Resource Management

SERIES: 81630

3

TITLE: Bureau of Staffing and Employee Services policies and procedures files

DATES: 1983-[ca. 2000].

ARRANGEMENT: none

DESCRIPTION:

These are policies and procedures regarding the operation and the administration of the various programs in the bureau. This file includes memos, sample letters, procedures, guidelines, and forms for the various functions of the bureau.

RETENTION:

Permanent. Retain for 4 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Division of Human Resource Management

SERIES: 81578

3

TITLE: Cancelled registers

DATES: 1978-1997.

ARRANGEMENT: Alphabetical by position title

DESCRIPTION:

A register of accepted applicants for a specific position that has passed the designated cancellation date. Printed from a WANG document and also contained on one disk. Includes position title and grade, agency, recruitment periods, date register established, date register cancelled, name of rater, type of exam given, scores, weight of score in evaluation process, personnel analyst, applicant's name, address, phone number, social security number, ethnic group, age, acceptable job location, veteran's preference and final grade. Also includes list of non-qualified applicants, their social security numbers, addresses, and telephone numbers.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Division of Human Resource Management

SERIES: 81579

3

TITLE: Case card file

DATES: 1983-1995.

ARRANGEMENT: none

DESCRIPTION:

This is the index to Employee Assistance case files, tracks status of employee involved in the program. A tickler file, it is arranged by date for monthly update. This file includes case number and date of contact, name of employee, address and telephone number, department/division, name of supervisor, title of employee's position and grade, active or inactive status, refusal of assistance, manner of referral, disability, resigned/retired/fired status, completion of treatment and other pertinent notes.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Controlled

AGENCY: Division of Human Resource Management

SERIES: 1055

3

TITLE: Certification requests

DATES: 1960-1970.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Coded forms and weekly reports showing attempts to certify for various state positions from registers. Gives department, position and grade, salary and whether new position or replacement plus forms tabulating number of certification made by the personnel office.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Division of Human Resource Management

SERIES: 25647

3

TITLE: Certified Public Manager administrative records

DATES: 1988-

ARRANGEMENT: Alphabetical, thereunder chronological by date.

DESCRIPTION:

These records document administrative aspects of the Certified Public Manager (CPM) program, a nationally accredited program that is administered by DHRM in the state of Utah. The CPM program is designed to enhance the skills of state and local government managers. Records include instructor and course evaluations, examinations, scoring criteria, release agreements, and related administrative records.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

Computer data files: Retain in Office for 6 years and then delete.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

The Department is reaccredited every six years to administer the CPM program.

AGENCY: Division of Human Resource Management

SERIES: 25647

TITLE: Certified Public Manager administrative records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(l), and (2)(d) (2020)

Protected. Utah Code 63G-2-305(5) (2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Division of Human Resource Management

SERIES: 10172

3

TITLE: Certified Public Manager Program performance examinations

DATES: 1988-2012.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document the training developed by the agency for the purpose of granting National Certified Public Manager designation to state and local employees participating in the program. This series includes comprehensive examinations, projects, papers, and other evaluations that are administered after the completion of each level of training. These evaluation materials are designed to test content, perception, and application of the material. These records also include examiners notes and scoring criteria.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). This disposition meets the statute of limitations "for injury to the personal rights of another if not otherwise provided by state or federal law", which is 2 years as stated in Utah Code 78B-2-304(3) (2008).

AGENCY: Division of Human Resource Management

SERIES: 10172

TITLE: Certified Public Manager Program performance examinations

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Division of Human Resource Management

SERIES: 10253

3

TITLE: Certified Public Manager Program scores and projects

DATES: 1988-2003.

ARRANGEMENT: Chronological, thereunder alphabetical by student surname

DESCRIPTION:

These records consist of test scores and class projects completed by state and local government employees participating in the Certified Public Manager Program as part of national consortium requirements. They are used to measure student progress and achievement. They may be used in litigation if testing or scoring practices are contested. Information includes test scores, written class projects, and comments.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). This disposition is based on the administrative need expressed by the department. Furthermore, this disposition meets the statute of limitations "for injury to the personal rights of another as a civil rights suit under 42 U.S.C. 1983.", which is 2 years as stated in UCA 78-12-28(3) (1993).

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

AGENCY: Division of Human Resource Management

SERIES: 25646

3

TITLE: Certified Public Manager program historical records

DATES: 1989-

ARRANGEMENT: Alphabetical, thereunder by date.

DESCRIPTION:

These records document the history and evolution of the Certified Public Manager (CPM) program in Utah. Records include program history, graduation programs and planning notes, sponsor information, accreditation documentation, policies and procedures, and related records.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). These records show the decision-making process of the agency, and the state's involvement in a nationally-accredited program, the National Certified Public Manager Consortium (NCPMC).

AGENCY: Division of Human Resource Management

SERIES: 25646

TITLE: Certified Public Manager program historical records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Division of Human Resource Management

SERIES: 25675

3

TITLE: Certified Public Manager team projects

DATES: 1989-2014.

ARRANGEMENT: Chronological by year and quarter

DESCRIPTION:

These records document Certified Public Manager Course 3 projects completed by students. State agencies submit projects to advanced student teams, and these teams conduct original research that allows them to recommend solutions to a variety of sensitive agency problems or challenges.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Education performance and testing, GRS-1503.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

Compact disc: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

Original research is the property of the sponsoring agency. A sample copy of some projects are retained by DHRM as an example to future students.

AGENCY: Division of Human Resource Management

SERIES: 25675

TITLE: Certified Public Manager team projects

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(40)(2017)

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Division of Human Resource Management

SERIES: 25650

3

TITLE: Classification manuals

DATES: 1988-

ARRANGEMENT: Chronological on Department G drive under data/dhrmdocs/class/manual.

DESCRIPTION:

These records document the logic, standards, and procedures which are followed by Department employees in classifying jobs and positions, one of the Department's key functions. Records are created by the Department for field office staff use, and include manuals such as "Classification Manual and Business Practices," "Position Classification Grievance Processing Desk Manual," and related classification manuals.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Computer data files: Retain in Office until superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have historical value as they document the logic, standards, and procedures which were followed in classifying jobs and positions, one of the Department's key functions.

AGENCY: Division of Human Resource Management

SERIES: 25650

TITLE: Classification manuals

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2018.

AGENCY: Division of Human Resource Management

SERIES: 81631

3

TITLE: Classification review requests

DATES: 1981-

ARRANGEMENT: Alphabetical by agency, thereunder chronological.

DESCRIPTION:

These Classification Review Request (CRR) records are used to create new positions, abolish old positions, or change existing state employment jobs or positions. They may include department/division name, effective date, justification statement, detail position record number, signature of Human Resource Analyst or Specialist, and any additional documentation that is provided such as organizational charts, performance plans, job descriptions/job analysis, position analysis, or other related records.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Position analysis records, GRS-167.

AUTHORIZED: 07-02-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 81631

TITLE: Classification review requests

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2018.

AGENCY: Division of Human Resource Management

SERIES: 81580

3

TITLE: Classification studies

DATES: 1979-

ARRANGEMENT: None.

DESCRIPTION:

These studies are part of the Department's mandate to "prepare, maintain, and revise a position classification plan for each employee position..." (Utah Code 67-19-12(3) (2017)). The studies are used to appraise classification titles and specifications such as duties, educational requirements, and respective salary ranges. Final decisions are reflected in the job and position descriptions records.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Feasibility studies, GRS-746.

AUTHORIZED: 01-02-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 81580

TITLE: Classification studies

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Division of Human Resource Management

SERIES: 4018

3

TITLE: Compensation and salary survey records

DATES: 1983-

ARRANGEMENT: Alphabetical by job class.

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records are used to create an Annual Compensation Plan recommendation to the governor, as required in Utah Code 67-8-3(1) (2020). Records may include targeted funding requests submitted to the Department by agencies (for positions with high recruitment and retention difficulties), as well as the Department's recommendation for each request; salary survey reports and employer survey responses for both commercial surveys and Utah State custom surveys; job and benefits information, including the development and implementation of wage schedules; total compensation calculations; data analysis; working papers; and related records.

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then destroy.

Computer data files: Retain in Office for 20 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 4018

TITLE: Compensation and salary survey records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(2) (2020)

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Division of Human Resource Management

SERIES: 23233

3

TITLE: Constituent response files

DATES: 1997-2017.

ARRANGEMENT: Alphabetical by last name.

DESCRIPTION:

These are responses to constituents that are directed to the Department of Human Resource Management by the Governor's Office. Information contained in these records varies according to what was requested by the constituent.

RETENTION:

Permanent. Retain for 11 year(s) after separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government routine administrative correspondence, GRS-1760.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Division of Human Resource Management

SERIES: 23233

TITLE: Constituent response files

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Division of Human Resource Management

SERIES: 2639

3

TITLE: County correspondence

DATES: 1970-1975.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Division of Human Resource Management

SERIES: 25702

3

TITLE: Database security access requests

DATES: 1996-

ARRANGEMENT: Alphabetical by agency, thereunder by user name.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records document current and former security access requests for the Department's human resource management information systems, such as Human Resource Enterprise (HRE) and the historic Utah Job Match (UJM) databases. Old security requests are kept so that system administrators can view the history of the users' security access. This information is used to track changes in security access over time, report current permissions, audit access rights, and assist users in determining current and desired access.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

Computer data files: Retain in Office until superseded and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 25702

TITLE: Database security access requests

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(12) (2020)

SECONDARY DESIGNATION(S):

Public
Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Division of Human Resource Management

SERIES: 660

3

TITLE: Department of Corrections personnel files

DATES: 1989-2012.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. 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 description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after separation of employee or until microfilmed and then transfer to State Records Center. Retain in State Records Center for 62 years and then destroy.

AGENCY: Division of Human Resource Management

SERIES: 660

TITLE: Department of Corrections personnel files

(continued)

Microfilm master: Retain in State Records Center for 65 years and then destroy.

Microfilm duplicate: Retain in State Records Center for 65 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1) (b)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2017.

AGENCY: Division of Human Resource Management

SERIES: 85023

3

TITLE: Department of Human Services Developmental Center personnel files

DATES: 1980-2014.

ARRANGEMENT: Alphabetical by employee's name

DESCRIPTION:

Complete work history of individual (excluding medical/psychological information) while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file typically includes applications for employment, performance evaluations, performance plans, position description, career mobility agreements, insurance benefits notification (ADNT-1), memoranda of understanding (MOUs) employment eligibility certification records, form I-9 and other documents required by the U.S. Citizenship and Immigration Services, overtime agreements where applicable. Also contains employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, exit interview form, new employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, leave adjustment reports, and copies of any documents affecting the employee's conduct, status, or salary. leave without pay records, employee benefits notification forms for PEHP and URS; references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, leave and time records; copies of any documents affecting the employee's conduct, status or salary, etc.

RETENTION:

Retain for 65 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AGENCY: Division of Human Resource Management

SERIES: 85023

TITLE: Department of Human Services Developmental Center personnel files

(continued)

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after retirement or separation of employee and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). This disposition is based on Utah State General Retention Schedule, Schedule 11, Item 2.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2017.

AGENCY: Division of Human Resource Management

SERIES: 25680

3

TITLE: Department of Labor Fair Labor Standards Act audit report

DATES: 1992.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records contain information related to the 1992 Fair Labor Standards Act audit, such as 80 hour paydown, exempt vs non-exempt jobs, Department of Labor investigations, pre- and post-class codes, and Fair Labor Standards Act implementation.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 8 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(g)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Division of Human Resource Management

SERIES: 9060

3

TITLE: Department of Transportation employee files

DATES: 1923-2010.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. 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 description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain for 65 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office until separation or retirement of employee and then transfer to State Records Center provided scanned and quality checked. Retain in State Records Center for 65 years and then destroy.

AGENCY: Division of Human Resource Management

SERIES: 9060

TITLE: Department of Transportation employee files

(continued)

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

These records have administrative value(s).

Records in this series have long-term administrative value to document employment and eligibility for benefits. They may be destroyed according to the approved retention schedule.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. Eighteen personal data elements identified by the State Records Committee

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2017.

AGENCY: Division of Human Resource Management

SERIES: 9989

3

TITLE: Deposits with state treasurer

DATES: 1984-1994.

ARRANGEMENT: Chronological

DESCRIPTION:

Multi-copy deposit forms accompanying agency deposits to the State Treasurer's Office. These records also serve as a receipt of deposit.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cash receipt transaction form (fi-33), GRS-1806.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

AGENCY: Division of Human Resource Management

SERIES: 25679

3

TITLE: Drug and alcohol testing program records

DATES: 1991-2013.

ARRANGEMENT: Alphabetical.

DESCRIPTION:

These are records created in conjunction with the administration of the State of Utah drug and alcohol testing program. Records may include the policies and procedures manual, reports of positions designated as highly sensitive, and other related records.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 25679

TITLE: Drug and alcohol testing program records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt. Utah Code 63G-2-106(4)(2008)

AGENCY: Division of Human Resource Management

SERIES: 22512

3

TITLE: Electronic salary survey data

DATES: 1997-2014.

ARRANGEMENT: Chronological by year.

DESCRIPTION:

These records consist of work papers and data contained in a computer program called Department of Human Resource Management (DHRM) Survey Expert. The work papers consist of individual employer responses received for the annual salary survey and other salary surveys conducted by DHRM which are entered into the computer program. The records include name of employer, job title, number of incumbents, salary range data, and actual salary data. The computer-generated report from this data is used to develop DHRM's recommendations for the State of Utah Compensation Plan.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

Microfiche master: Retain in Archives for 3 years and then destroy.

Microfiche duplicate: Retain in Archives for 3 years and then destroy.

AGENCY: Division of Human Resource Management

SERIES: 22512

TITLE: Electronic salary survey data

(continued)

APPRAISAL:

These records have administrative value(s).

Records in this series have short-term administrative value and may be destroyed according to the approved retention schedule.

PRIMARY DESIGNATION:

Protected

UCA 63G-2-305(2)(a). Releasing this data would impair the ability of DHRM to obtain necessary salary information for the State of Utah in the future.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2018.

AGENCY: Division of Human Resource Management

SERIES: 81591

3

TITLE: Employee Assistance Program case files

DATES: 1983-1995.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These are case files documenting each employee registered and assisted by the EAP. Filed numerically by case number to preserve privacy of individual. These files include intake form, referral recommendations, release of information authorization, employee name, address, telephone number, case number, date, birth date, religious affiliation, sex, marital status, number of children and their ages, type of referral, reasons for referral, discipline process, department, supervisor, length of time in position, title and grade, other agencies for whom employee has worked, need for counseling, resource used for treatment, employer's letters of reprimand, and appointment schedule.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Controlled

AGENCY: Division of Human Resource Management

SERIES: 81592

3

TITLE: Employee Assistance Program case log

DATES: 1984-1995.

ARRANGEMENT: none

DESCRIPTION:

This is a cross-referencing file for employees served by the Employee Assistance Program. Provides data for the quarterly and annual reports and tracks employee history with the program. This file includes case number and date of contact, name of employee, department/division, supervisor, manner of referral, code for type of problem in a running log format.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Controlled

AGENCY: Division of Human Resource Management

SERIES: 81594

3

TITLE: Employee Assistance Program correspondence files

DATES: 1983-1995.

ARRANGEMENT: none

DESCRIPTION:

This is correspondence of the director of the Employee Assistance Program (EAP) tracking the history and response of the Employee Assistance Program. These files include letters regarding development of program, working agreements between program director and private agencies supporting the EAP, names and addresses of correspondents, letters and responses in relation to the program but not concerning individuals.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Division of Human Resource Management

SERIES: 81597

3

TITLE: Employee Assistance Program summary report

DATES: 1983-1995.

ARRANGEMENT: none

DESCRIPTION:

This is annual report of summary statistics indicating the case management activities of the Employee Assistance Program. This report includes summary data gathered quarterly and annually indicating total number of employees informed of program, number of new referrals, number of cases, summary of problems handled, and types of activities.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This is annual report includes summary data gathered quarterly and annually indicating total number of employees informed of program, number of new referrals, number of cases, summary of problems handled, and types of activities. Research value.

AGENCY: Division of Human Resource Management

SERIES: 81597

TITLE: Employee Assistance Program summary report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Division of Human Resource Management

SERIES: 27258

3

TITLE: Employee background checks

DATES: 2009-2017.

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

These records contain copies of employee and new hire "Application for Criminal History Record Review," "Authorization and Waiver for Criminal Background Check," and a DHRM spreadsheet for processing background checks. Information includes results of background checks received from the Utah Bureau of Criminal Identification (BCI). BCI results are confidential and kept secured at all times by the department human resource manager. Only those who have a legitimate business reason will be allowed to review the criminal background information. Information may not be released to individual employees. No BCI information will be copied for any purpose. Adverse information from the background check or improper access may result in termination of the employee or termination of access to all information systems within DHRM. All DHRM employees shall undergo a background check every five years. An employee may be requested to undergo a background check in less than five years if DHRM management receives information that would warrant it. Records contain: address, birth date, criminal history, drivers license number, fingerprints, name/signature, race/ethnic group, social security number, and telephone number.

RETENTION:

Retain for 2 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after replaced by new background check and then destroy.

AGENCY: Division of Human Resource Management

SERIES: 27258

TITLE: Employee background checks

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(9)(a), UCA 53-10-108

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Division of Human Resource Management

SERIES: 4098

3

TITLE: Employee handbook

DATES: 1970-1977.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
The handbook documents official employee policy and procedure.

PRIMARY DESIGNATION:

Public

AGENCY: Division of Human Resource Management

SERIES: 81537

3

TITLE: Employee personnel history cards

DATES: i 1910-1981.

ARRANGEMENT: Alphabetical by surname, and thereunder by first name. It is not always an exact alphabetical order.

DESCRIPTION:

These are the cumulative personnel history cards for each person who has worked for the State of Utah from 1910-1979. The cards document employees' length of service which is used to calculate potential retirement benefits.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1910 through 1981. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). The information from these records is permanent. The information is used by State Retirement to verify years of service. This series is related to 1986 General Schedule 1, Item 6.

PRIMARY DESIGNATION:

Private

AGENCY: Division of Human Resource Management

SERIES: 10255

1

TITLE: Employment application examination and rating records

DATES: 1985-1997.

ARRANGEMENT: Alphabetical by job title

DESCRIPTION:

Human Resource Analysts create and use these records to examine employment applications. They evaluate the applications and assign points based upon the amount and relationship of the applicant's job related training and experience. The score that is assigned to the application determines placement on the job register.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the Department of Human Resource Management. Examination criteria is considered valuable for up to 5 years as a comparison study for rating applications. After a 5-year period, most positions will have changed significantly, and they should not be judged by outdated criteria.

PRIMARY DESIGNATION:

Protected

AGENCY: Division of Human Resource Management

SERIES: 26643

3

TITLE: Employment eligibility verification (Form I-9)

DATES: 2007-

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

These records are used to ensure a new hire's eligibility to work in the United States. Records contain the form I-9--Employment Eligibility Verification Form--and related documentation required to comply with the United States Department of Homeland Security, United State Citizenship and Immigration Services, and Handbook for Employers, M-274.

Records may include copies of U.S. passport, permanent resident card, alien registration receipt card, unexpired foreign passport, unexpired employment authorization document, driver's license, government ID card, U.S. military card, draft record, social security card, birth certificate, and/or any other acceptable documents listed on the Form I-9.

The original I-9 form and related documentation are kept separate from the personnel file. Paper records for transferred employees are forwarded to the receiving agency's human resource office.

RETENTION:

Retain for 3 year(s) after date of hire or for 1 year(s) after separation, whichever is later

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Verification of employment eligibility, GRS-1970.

AUTHORIZED: 08-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office until 3 years after date of hire or until 1 year after separation, whichever is later, and then destroy.

Computer data files: Retain in Office until 3 years after date of hire or until 1 year after separation, whichever is later and then delete.

AGENCY: Division of Human Resource Management

SERIES: 26643

TITLE: Employment eligibility verification (Form I-9)

(continued)

APPRAISAL:

These records have administrative, and/or legal value(s).
The form I-9, employment eligibility verification, is required by employers to comply with the United States Department of Homeland Security, Citizen and Immigration Services. The regulations for this form are outlined in Handbook for Employers M-274.

PRIMARY DESIGNATION:

Exempt 8 CFR 103 and M-274 Homeland Security, Handbook for Employers

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(g) (2020)
Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2020.

AGENCY: Division of Human Resource Management

SERIES: 4114

3

TITLE: Employment examinations

DATES: 1983-2008.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This series contains various examinations used to determine an applicant's qualifications and suitability for employment. Examinations may include interview questions, essay questions, true/false and multiple choice tests with answer keys, performance tests, writing assessments, etc. This series contains exams to be administered, not applicant responses or exam results.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(5)

AGENCY: Division of Human Resource Management

SERIES: 80445

3

TITLE: Employment security personnel records

DATES: 1984-2003.

ARRANGEMENT: Alphabetical by employee name.

DESCRIPTION:

These are employment records of those individuals employed temporarily by state agencies through Job Service.

RETENTION:

Retain for 1 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Temporary employees personnel files, GRS-172.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 1 year after after separation and then destroy.

Microfilm duplicate: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 80445

TITLE: Employment security personnel records

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2019.

AGENCY: Division of Human Resource Management

SERIES: 25143

1

TITLE: Employment verification records

DATES: 2002-2012.

ARRANGEMENT: Chronological by year.

DESCRIPTION:

These are records of "verification of employment" (VOE) requests. VOE requests are made by persons (such as creditors or lenders) wishing to verify that a potential mortgagor or borrower has worked for or does work for the state of Utah.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(a)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Division of Human Resource Management

SERIES: 25641

1

TITLE: Equal Employment Opportunity(EEO) affirmative action plans

DATES: 1975-2010.

ARRANGEMENT: Chronological

DESCRIPTION:

Affirmative Action Plans(AAP)include both the agency copies of consolidated AAP's developed by the Department of Human Resource Management, and the agency feeder plans which are used to develop a larger affirmative action strategy.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

Microfiche master: Retain in State Records Center for 7 years and then destroy.

Microfiche duplicate: Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 25641

TITLE: Equal Employment Opportunity(EEO) affirmative action plans

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Division of Human Resource Management

SERIES: 25642

1

TITLE: Equal Employment Opportunity(EEO) compliance review files

DATES: 1975-2010.

ARRANGEMENT: Chronological

DESCRIPTION:

Review files containing background papers, etc., relating to contractor employment practices.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Division of Human Resource Management

SERIES: 25643

3

TITLE: Equal Employment Opportunity(EEO) discrimination complaint files

DATES: 1975-2018.

ARRANGEMENT: Chronological

DESCRIPTION:

Official complaint files containing complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, and other records as described in 29 CFR 1613.222.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Complaint investigation files, GRS-1969.

AUTHORIZED: 05-01-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2018.

AGENCY: Division of Human Resource Management

SERIES: 81573

3

TITLE: Executive correspondence

DATES: 1979-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records are incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures, or programs of the department. These records document executive decisions made regarding agency interests. Some examples are: records that document the agency's decision-making process, rule interpretations, and executive director rule exceptions. Executive decision-makers include internal administrators as identified by the executive office.

RETENTION:

Permanent. Retain for 5 year(s) after separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after separation and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office for 5 years after separation and then transfer to State Archives with authority to weed.

AGENCY: Division of Human Resource Management

SERIES: 81573

TITLE: Executive correspondence

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition based on value of records in documenting
decision-making aspects of personnel management for state
government.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2020.

AGENCY: Division of Human Resource Management

SERIES: 9936

3

TITLE: Executive Job Evaluation Committee grievance files

DATES: 1989-1993.

ARRANGEMENT: chronological

DESCRIPTION:

The Executive Job Evaluation Committee (EJEC) is a panel of department directors appointed by the director of the Department of Human Resource Management to hear appeals of position classification assignments filed by state employees. The committee was established in accordance with UCA 67-19-31 (1991). The committee hearings are audio recorded. Minutes of the hearings include nature of grievance, employee name and title, original analyst's recommendation, and committee decision. This committee was disbanded in 1993. These are the only records that document the function and activities of this committee.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives.

Sound recordings: Retain in Office for 1 year and then erase.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These minutes are the only documentation of this legislatively mandated committee. Over time, they may provide evidence of changing attitudes toward job functions and the comparative importance placed on positions in state government by administrators.

AGENCY: Division of Human Resource Management

SERIES: 9936

TITLE: Executive Job Evaluation Committee grievance files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Division of Human Resource Management

SERIES: 81601

3

TITLE: Expenditure adjustment requests

DATES: 1979-1994.

ARRANGEMENT: none

DESCRIPTION:

These are created by an agency officer and sent to Finance to correct errors on warrant requests and interdepartmental transfers. This record includes the amount, the authorizing signature, the agency's organizational number and account number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Division of Human Resource Management

SERIES: 1021

3

TITLE: Fair Employment Review Committee affirmative action files

DATES: 1979-1985.

ARRANGEMENT: None

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These files document the creation of the Fair Employment Review Committee during Governor Matheson's administration. The Committee's charge was to establish policies to promote fair and equitable treatment of state employees. The Committee met very irregularly during its first year and was disbanded in January, 1985. The file includes a Department of Administrative Services internal policy draft documenting the Committee's charge and composition, a list of members (names and divisions), one set of minutes, and some interagency correspondence. This short-lived Committee resulted in no significant policy development.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

The disposition of this file is based upon the very limited activity of the Fair Employment Review Committee as a policy board. The agency has no further administrative need to maintain this file. This retention and classification report will serve as a record of the Committee's existence and activity.

PRIMARY DESIGNATION:

Public

AGENCY: Division of Human Resource Management

SERIES: 25704

3

TITLE: Fair Labor Standards Act training records

DATES: 2002.

ARRANGEMENT: Alphanumeric by subject and date.

DESCRIPTION:

These records were created by the Department of Human Resource Management for the statewide training of Human Resource directors and staff on new FLSA regulations. The Fair Labor Standards Act (FLSA) training and resource material includes case studies, an FLSA Test, a Powerpoint presentation, an FLSA Training Manual, and updated FLSA information pertaining to changes and modifications in the law.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee training records, GRS-1916.

AUTHORIZED: 05-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

Computer data files: Retain in Office until administrative value has been met and then delete.

APPRAISAL:

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

AGENCY: Division of Human Resource Management

SERIES: 25704

TITLE: Fair Labor Standards Act training records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Division of Human Resource Management

SERIES: 25726

3

TITLE: Family and Medical Leave Act (FMLA) records

DATES: 1993-2020.

ARRANGEMENT: Alphabetical by last name.

DESCRIPTION:

These records contain medical and other information related to an employee's request for Family Medical Leave Act (FMLA) leave. Records may include application for leave, tentative approval form, final decision about the approved leave, correspondence, and medical information or certification from a health care provider.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

These records have administrative, and/or legal value(s). Legal appraisal is in accordance with 29 CFR 825.500(b) (2017), which states, "...employers must keep the records specified by these regulations for no less than three years..."

AGENCY: Division of Human Resource Management

SERIES: 25726

TITLE: Family and Medical Leave Act (FMLA) records

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(b) and (2)(d) (2020)

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304 (2008)

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Division of Human Resource Management

SERIES: 25720

3

TITLE: Family Medical Leave applications

DATES: 1993-2006.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This record contains applications for an employee to take leave based on the Family and Medical Leave Act (FMLA) of 1993. The FMLA application contains the employee name and address, start date of anticipated leave, expected date of return, reason for leave and employees signature. Additional information contained in this record may include payroll information, employee occupation, rate or basis of pay in terms of compensation, daily and weekly hours worked per pay period, additions to or deductions from wages, total compensation paid, dates leave is taken by employee, information regarding employee benefits or employer leave policies, premium payments of employee benefits, response to employee FMLA request; return from leave form; and data regarding any dispute between employer and an employee over the designation of leave as FMLA leave.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee health and medical records, GRS-1968.

AUTHORIZED: 11-24-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 25720

TITLE: Family Medical Leave applications

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Division of Human Resource Management

SERIES: 5993

3

TITLE: Flexible benefits claims vouchers

DATES: 1990-1998.

ARRANGEMENT: Chronological, thereunder alphabetical by surname

DESCRIPTION:

These vouchers are completed by state employees and returned to the Department of Human Resource Management for reimbursement of medical and dependent care expenses under the state's flexible benefit program. The Flexible Reimbursement Account Program (Flex\$) allows public employees to use "before-tax" dollars to pay for specific out-of-pocket health care expenses. The reimbursement voucher includes the Flex\$ account number, the employee's name, social security number, low organization number, home address, and signature, and the date signed. It also describes the qualified health care expenses and dependent care expenses claimed by the employee (date incurred, name of provider and identification number, and claim amount) and states the total amount of reimbursement being requested. The employee attaches the originals of appropriate bills, receipts, and checks to the voucher as proof of date the expense was incurred and proof of payment. When reimbursement is approved, the voucher is signed by an agency representative and dated. Reimbursements appear on an employee's paycheck for the pay period following the biweekly filing deadline for a claim.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

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

This new disposition is based upon 7 year audit requirements. The prior 4 year disposition was based upon UCA 78-12-26(3) (1990), which holds that "an action for relief on the ground of fraud or mistake" must be filed within three years after "the discovery by the aggrieved party of the facts constituting the

AGENCY: Division of Human Resource Management

SERIES: 5993

TITLE: Flexible benefits claims vouchers

(continued)

fraud or mistake." Mistakes in reimbursement would appear on an employee's paycheck or the income tax withholding statements mailed to the employee annually. The disposition also reflects the vouchers' fiscal value to the agency for auditing purposes.

PRIMARY DESIGNATION:

Private

AGENCY: Division of Human Resource Management

SERIES: 9816

3

TITLE: Flexible benefits salary reduction agreements

DATES: 1990-2003.

ARRANGEMENT: Chronological, thereunder alphabetical by surname

DESCRIPTION:

These agreements are completed by public employees who want to participate in the Flexible Reimbursement Account Program (Flex\$). They are maintained by the Department of Human Resource Management to verify employee acceptance of the terms of the agreement and to administer the program. The Flex\$ program allows public employees to use "before-tax" dollars to pay for specific out-of-pocket health care expenses. The agreement is only effective for one calendar year, after which employees must complete new agreements if they choose to reenroll. The salary reduction agreement includes the plan year, employee information (name, social security number, business telephone number, department/division, low organization number, and home address), salary reduction information (monies to be withheld per pay period and placed in qualified health benefit account or qualified dependent day care account, annual withholdings per type of account, and total salary reduction), and employee's signed authorization and date.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 18 months and then transfer to State Records Center. Retain in State Records Center for 30 months and then destroy.

APPRAISAL:

These records have legal value(s).

This disposition is based upon UCA 78-12-26(3) (1990), which holds that "an action for relief on the ground of fraud or mistake" must be filed within three years after "the discovery by the aggrieved party of the facts constituting the fraud or mistake." The enrollment agreement would verify active enrollment, in the event that inappropriate payroll deductions are made.

AGENCY: Division of Human Resource Management

SERIES: 9816

TITLE: Flexible benefits salary reduction agreements

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Division of Human Resource Management

SERIES: 25133

3

TITLE: Government Records Access and Management Act requests

DATES: 1993-

ARRANGEMENT: Chronological by year, thereunder numerical by request number.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are records created in response to requests from individuals seeking access to government records, as provided under Utah Code 63G-2-204 (2019). Files contain the records request, copies of the records officer's response either granting or denying access to the records requested, and supporting documentation which may include copies of information provided in the request. Records may also include agency responses to requests for nonexistent records, responses to requesters who provide inadequate descriptions, and responses to requests which should be directed to another agency.

RETENTION:

Retain for 2 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after final action and then destroy.

Computer data files: Retain in Office for 2 years after final action and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 25133

TITLE: Government Records Access and Management Act requests

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d) (2020)

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Division of Human Resource Management

SERIES: 27715

3

TITLE: Governor's Award for Excellence nomination and selection files

DATES: 2011-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document part of the Governor's Awards for Excellence program, an annual award program which recognizes employee accomplishments from the preceding calendar year. Awardee nominations are submitted to the Department of Human Resource Management (DHRM) by executive directors of state agencies, along with a narrative of the awardee's specific performance, reasons why the awardee should be recognized, and any supporting documentation. Records include nomination and selection forms and related records. The actual award, program, and photographs of the event are maintained by the governor's office.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Incentive awards program records, GRS-2444.

AUTHORIZED: 02-01-2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 27715

TITLE: Governor's Award for Excellence nomination and selection files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Division of Human Resource Management

SERIES: 1030

3

TITLE: Health department personnel action notices

DATES: 1955-[ca. 2000].

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. 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 description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years and then destroy.

AGENCY: Division of Human Resource Management

SERIES: 1030

TITLE: Health department personnel action notices

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Division of Human Resource Management

SERIES: 25701

3

TITLE: House Bill 330 conversion report

DATES: 1994.

ARRANGEMENT: Chronological.

DESCRIPTION:

This is a report detailing those affected by the House Bill 330 Conversion. According to the law, state employees that met certain requirements were exempt from career service (merit) provisions, as outlined in the UCA 67-19-15.1, and had the option to voluntarily convert to career service exempt positions or remain as career service employees without any pressure from administration. The report documents which employees converted and those who did not.

RETENTION:

Retain for 30 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then transfer to State Records Center. Retain in State Records Center for 23 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 25701

TITLE: House Bill 330 conversion report

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(a)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Division of Human Resource Management

SERIES: 9938

3

TITLE: Human Resource Advisory Council minutes

DATES: 1988-2003.

ARRANGEMENT: Chronological

DESCRIPTION:

The Human Resource Advisory Council was created on July 1, 1988, according to U.C.A. 67-19-6.5 (1991). The five nonpartisan members appointed by the governor and approved by the Legislature were Utah citizens responsible for personnel functions in organizations other than the State. They met quarterly and advised the governor, Legislature, and the director of the Department of Human Resource Management on human resource policies for state employees. An agenda was prepared for each meeting and minutes were taken. The council was disbanded in 2003 after several years of inactivity.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Division of Human Resource Management

SERIES: 25703

3

TITLE: Human Resource Enterprise database

DATES: 1996-2018.

ARRANGEMENT: Database.

DESCRIPTION:

Information in the Human Resource Enterprise(HRE) database is entered at the time of new hire and continues to accumulate actions regarding the individual's employment with the State of Utah. The information is used as a record to document new hire/rehires, training, employee evaluations, employee status, leave actions, medical documents, termination, assignments, salary changes, certificates, licenses, education, work schedule, retirement, leave accrual, benefits, security access, and employee information. Department of Human Resource Management Rule R477-2(6)(2017) states that: "Upon employee separation, DHRM shall retain electronic records for thirty years. Agency hard copy records shall be retained at the agency for a minimum of two years, and then transferred to the State Record Center to be retained according to the record retention schedule."

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 30 years and then transfer to State Records Center. Retain in State Records Center for 35 years and then delete.

AGENCY: Division of Human Resource Management

SERIES: 25703

TITLE: Human Resource Enterprise database

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(a,g) and (2)(a,b,d)(2017)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(25)(2017)

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2018.

AGENCY: Division of Human Resource Management

SERIES: 4200

3

TITLE: Human Resource Management rules

DATES: 1965-2017.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These rules and regulations of the Department of Human Resource Management (Office of Personnel Management) are created to administer personnel, grievances, expenditures, job classifications, hiring, compensation, working conditions, employee conduct, employee development, discipline, separations, volunteers, substance abuse, and sexual harassment.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

AGENCY: Division of Human Resource Management

SERIES: 4200

TITLE: Human Resource Management rules

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Division of Human Resource Management

SERIES: 23236

3

TITLE: Human resource director meeting minutes

DATES: 1993-2003.

ARRANGEMENT: Chronological

DESCRIPTION:

These records document the Human Resource Director's meetings. They contain information important to the director's decision making process and may contain agency information, project updates, rules and policy changes, and information affecting the functions of the department.

RETENTION:

Permanent. Retain for 11 year(s) after separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after Governor's term has expired and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Division of Human Resource Management

SERIES: 81603

3

TITLE: Human resource profile and notice of personnel action

DATES: 1980-1998.

ARRANGEMENT: none

DESCRIPTION:

These are microfilmed (or fiched) copies of Human Resource Profile and Notice of Personnel Actions. These records include name, address, social security number, performance appraisal information, salary history, low organizational information, distribution code information, and work history. Actions include new hire information, rehire information, cost of living adjustment, promotion, reinstatement, transfer from divisions, performance increases, reassignment, terminations, leave without pay status, productivity increase, special adjustments, demotions, reclassifications, longevity, and other specified actions.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office until office use ends and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

Microfiche master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 81603

TITLE: Human resource profile and notice of personnel action

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Division of Human Resource Management

SERIES: 83244

3

TITLE: Human Services employee personnel files

DATES: 1970-2012.

ARRANGEMENT: Alphabetical by employee surname

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1 (1999), et. seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. 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 description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT 2). May contain documentation on employee withholding, completion of course certificates, conflict letters of commendation, leave records, health records, and leave adjustment reports. Beginning in 2003, the Office of Human Resources implemented the gathering of inactive department personnel files annually for compilation into this series for storage and tracking purposes. leave without pay records, employee benefits notification forms for PEHP and URS; references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, leave and time records; copies of any documents affecting the employee's conduct, status or salary, etc.

RETENTION:

Retain for 65 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

AGENCY: Division of Human Resource Management

SERIES: 83244

TITLE: Human Services employee personnel files

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after separation and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

APPRAISAL:

These records have administrative value(s).
Retention is based on the 1986 General Retention Schedule

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008).

SECONDARY DESIGNATION(S):

Public

AGENCY: Division of Human Resource Management

SERIES: 83243

3

TITLE: Human Services Former employees files

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

These are personnel files for the Department of Human Services employees after they've retired or otherwise left employment.

RETENTION:

Retain for 30 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after termination and then transfer to State Records Center. Retain in State Records Center for 28 years and then destroy.

APPRAISAL:

These records have administrative value(s).
Retention is based on the 1986 General Retention Schedule.

PRIMARY DESIGNATION:

Private

AGENCY: Division of Human Resource Management

SERIES: 6614

3

TITLE: Human Services personnel case files

DATES: 1980-2008.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. 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 description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after separation of employee and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

AGENCY: Division of Human Resource Management

SERIES: 6614

TITLE: Human Services personnel case files

(continued)

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency and 1997 Utah General Retention Schedule, Schedule 11, Item 2.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) 1995

AGENCY: Division of Human Resource Management

SERIES: 990

3

TITLE: Incentive awards justifications

DATES: 1987-2017.

ARRANGEMENT: Chronological by year.

DESCRIPTION:

These are files which document all employee incentive awards including recommendations, nominations, memoranda, correspondence, reports, justification, approval, and disapproval records. Also included are related handbooks pertaining to agency sponsored cash, and non cash incentive awards. These files also document awards from other agencies or private organizations.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Incentive awards program records, GRS-2444.

AUTHORIZED: 02-01-2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Division of Human Resource Management

SERIES: 81604

3

TITLE: Interdepartmental transfers requests

DATES: 1979-1994.

ARRANGEMENT: none

DESCRIPTION:

This is a request to the Division of Finance to transfer funds from one agency's account to Personnel's account in payment for supplies or services rendered. This is the agency's convenience copy. Division of Finance retains the record copy for 7 years in accordance with RDR 80-30. This is Personnel's office working copy only. This request includes a description of items and/or services provided by Personnel to another agency: fees charged.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).
RDR 79-78: 3 years.

PRIMARY DESIGNATION:

Public

AGENCY: Division of Human Resource Management

SERIES: 25705

3

TITLE: Job and position descriptions

DATES: 1975-

ARRANGEMENT: Alphabetical by title, thereunder by job identification number.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records include active and ended job and position descriptions. Each job description includes a title, salary range, basic tasks, knowledge, skills and abilities, working conditions and physical requirements, education/licensure requirements, and any other necessary information regarding the job. Position descriptions include the detailed tasks performed as well as the knowledge, skills, abilities, and other requirements of a specific position.

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then destroy.

Computer data files: Retain in Office for 20 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 25705

TITLE: Job and position descriptions

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Division of Human Resource Management

SERIES: 4199

3

TITLE: Job bulletins

DATES: 1964-2003.

ARRANGEMENT: Chronological by week

DESCRIPTION:

This records series is created to alert the public and state employees of job openings in the state. Initially this was a printed bulletin. Now, this record series is updated weekly and advertised on the Department of Human Resource Management's internet homepage. The records list job title, agency of employment, a short description of job expectations, location, merit status, salary and benefit information, work hours, and other pertinent information. The recruitment opening and closing periods are also included.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Division of Human Resource Management

SERIES: 81607

3

TITLE: Job order/recruitment plans

DATES: 1982-1986.

ARRANGEMENT: none

DESCRIPTION:

This is a request from an agency to initiate actions for hiring personnel. This series describes job openings, intended examinations, and plans for recruitment. It includes title and grade, class code, effective date, agency, person who placed request, personnel analyst assigned, date job order received, length of recruitment, number of vacancies, target for hire date, anticipated number of vacancies in the next six months, job location (counties), qualified Reduction in Force candidates (name, action taken and results), register information, review of Equal Employment Opportunity reports, class specification. This report is no longer used. review special qualifications required, special market considerations, opening and closing dates, method of exam, method of advertising, scoring information, time lines, applicant data, attachments, signature of analyst, and date.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Division of Human Resource Management

SERIES: 81618

3

TITLE: Job swap or career mobility files

DATES: 1984-ca. 2003.

ARRANGEMENT: none

DESCRIPTION:

These are case files of state employees applying to change positions with another employee in the state work force. Through this program employees have the opportunity to trade jobs within divisions or departments where they feel they can develop their own training and experience needs. These files include job swap request, name, date of request, generalist, job, title, grade, summary of duties, agency and location of job applying from, experience, education and agency and location sought after.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Division of Human Resource Management

SERIES: 25170

3

TITLE: Labor Commission Personnel records

DATES: 1917-2011.

ARRANGEMENT: Alphabetical by employee last name

DESCRIPTION:

Complete work history of an individual (excluding medical/psychological information) while employed by the State. Refer to UCA 67-18-1 (1977), et seq. and DHRM rules on accessing, maintaining, and managing employee personnel files. The employee's personnel file shall be considered a supplement to the DHRM computerized file and shall be subject to the rules governing personnel files. When an employee transfers to another state agency, the employees's personnel file must be sent to the new agency. The file typically includes applications for employment, career mobility documents, Memorandums of Understanding (MOU's), Employment Eligibility Certification records, Form 1-9 and other documents required by the U.S. Citizenship and Immigration Services; employee signed overtime agreements, personnel actions, corrective action plans, notices of disciplinary action, new employee orientation form checklists, performance plans and evaluations, letters of appreciation/commendation, separation and leave without pay records, employee benefits notification forms for PEHP and URS; references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, leave and time records; copies of any documents affecting the employee's conduct, status or salary, etc.

RETENTION:

Retain for 65 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after separation of employee

AGENCY: Division of Human Resource Management

SERIES: 25170

TITLE: Labor Commission Personnel records

(continued)

and then transfer to State Records Center. Retain in State Records Center for 62 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)(e)(2008).

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b)(2008).

AGENCY: Division of Human Resource Management

SERIES: 81619

3

TITLE: Management certification assessment center and feedback information files

DATES: 1982-2006.

ARRANGEMENT: None.

DESCRIPTION:

These case files are used to calculate scores from management assessment tests in the areas of decision making and problem solving, organization and planning, leadership, interpersonal sensitivity, oral communications, and assertiveness skills for the purpose of certification as a manager. This records series is also kept in machine-readable form, having the same information except for the amount billed and the feedback documentation. It is used to generate reports. This record includes the name of the individual, social security number, their job title, the agency address and respective low org (account) number, assessment scores, ratings, comments noting personal strengths and areas needing improvement, a record of attendance at the training sessions, whether certification was granted, amounts billed to agencies, and feedback documentation of Assessment Center performance.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

AGENCY: Division of Human Resource Management

SERIES: 81619

TITLE: Management certification assessment center and feedback information files

(continued)

APPRAISAL:

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

Possible grievance--statute of limitations.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Division of Human Resource Management

SERIES: 25644

3

TITLE: Manager of the year award

DATES: 1997-2/5/2008.

ARRANGEMENT: Chronological, thereunder alphabetically by subject
DESCRIPTION:

These records document the nomination and selection process for the State Manager of the Year Award. This annual award was established in 1997, and recognizes outstanding service rendered to the state by a manager in state government during the preceding year. Nominations for the award may be submitted by an employee, co-worker, supervisor or citizen. Each department in state government then submits one nominee for consideration by selection committees set up by the Department of Human Resource Management. The records documenting this process include nomination forms, nominee rankings, finalist lists, award recipient information, committee membership lists, marketing information, letters, emails , and presentation records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Performance plans and evaluations, GRS-1966.

AUTHORIZED: 06-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Division of Human Resource Management

SERIES: 1051

3

TITLE: Minute books

DATES: 1930-1941.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-7.5(2009), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-7 (2009). May include agenda, meeting minutes, transcripts, and other supporting documentation.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Minutes have administrative and ongoing research value to document agency history, functions, decisions, etc.

PRIMARY DESIGNATION:

Public

AGENCY: Division of Human Resource Management

SERIES: 25709

3

TITLE: New employee orientation records

DATES: 1994-2006.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series is used to document employees attending New Employee Orientation (NEO) and Unlawful Harassment Training. Also included are checklists documenting that employees have received and understood the information presented in NEO which includes: standards for ethical conduct, employee duties and staff development, employee-related policies & procedures, compensation standards, employee conduct, retirement, and benefits. Types of records kept on file include: roster of attendees with signatures, original Unlawful Harassment training acknowledgment with signatures, copy of the New Employee Orientation checklist and evaluation.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 25709

TITLE: New employee orientation records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Division of Human Resource Management

SERIES: 1022

3

TITLE: New hires summary sheets

DATES: 1971-1973.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Division of Human Resource Management

SERIES: 9594

1

TITLE: Non-hire applications

DATES: 1986-1997.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

Personnel applications to the Department of Human Resource Management that were deemed qualified for state government positions but were not hired. This series ended in 1997 with the advent of the Utah Skill Match system. The application has been replaced by the resume.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).
Disposition is based on the 1986 General Retention Schedule, page 20, RDR Date 8/12/85.

PRIMARY DESIGNATION:

Private

AGENCY: Division of Human Resource Management

SERIES: 81620

3

TITLE: Official certifications of eligibles

DATES: 1984-1997.

ARRANGEMENT: Alphabetical by job title

DESCRIPTION:

This is a list of applicants developed by the Division of Personnel Management from which an agency may make a selection in accordance with designated hiring rules. This list includes job title, grade, agency and recruitment period, date register established, date register cancels, rater's name; applicant name, social security number, address, telephone number, protected class data and codes for affirmative action, location of availability, test results, hiring rule, certification cancellation date, date certified, certification number, certification technician, agency requesting certification interview/hiring results, agency interviewer.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Division of Human Resource Management

SERIES: 29867

3

TITLE: Official reports

DATES: 2017-

ARRANGEMENT: Chronological by year, thereunder alphabetical.

DESCRIPTION:

These are reports created by the department to summarize activities or results of a project or program. Reports are generally only for internal reporting.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Reports document agency accomplishments and results of programs and projects.

PRIMARY DESIGNATION:

Public

AGENCY: Division of Human Resource Management

SERIES: 29867

TITLE: Official reports

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d) (2020)

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Division of Human Resource Management

SERIES: 81621

3

TITLE: Official request for certification of eligibles

DATES: 1984-ca. 1997.

ARRANGEMENT: none

DESCRIPTION:

These are agencies' requests to DPM for lists of screened and evaluated applicants to consider for a position. They include certification number, name address, phone number of agency, position, title grade, step, location, number of openings, temporary, part time, agency remarks, special credentials, requesting officer, date of request.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).
RDR 78-58: 4 years.

PRIMARY DESIGNATION:

Private

AGENCY: Division of Human Resource Management

SERIES: 81622

3

TITLE: Organizational development project computer printouts

DATES: 1982-2006.

ARRANGEMENT: Alphabetical by department.

DESCRIPTION:

These printouts summarize employee responses to management practices and agency conditions. A master file copy of this series is kept by the Institute for Behavioral Research in Creativity (IBRC), which processes them. This record includes the names of individuals, notes from meeting with manager, notes from questionnaire.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Controlled

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Division of Human Resource Management

SERIES: 81624

3

TITLE: Organizational development project final reports

DATES: 1981-2006.

ARRANGEMENT: Alphabetical by division.

DESCRIPTION:

These reports are summaries of organizational development projects conducted by the Division of Personnel Management at the request of an agency or individual in the agency. They are generated from the "workpapers on organizational development projects." They include summaries of organizational development intervention studies, recommendations to agencies on organizational development, copies of questionnaires or surveys, and additional details and information relating to these studies.

RETENTION:

Permanent. Retain for 4 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Division of Human Resource Management

SERIES: 81623

3

TITLE: Organizational development project work papers

DATES: 1981-2006.

ARRANGEMENT: Alphabetical by division.

DESCRIPTION:

This is the primary source document for final reports. It reports problems between managers and employees and how subordinate managers feel about upper management. This record includes notes from interviews, questionnaire responses, recordings of conversations, the names of individuals, their grade, salary, and agency problems with specific employees.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Controlled

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Division of Human Resource Management

SERIES: 24919

3

TITLE: Organizational development studies

DATES: 2002-2006.

ARRANGEMENT: Chronological.

DESCRIPTION:

These studies are created to assist agency management in identifying problems that may be impacting morale and work product. They include sensitive information about employees, supervisors and work processes. Working papers may include interview notes, survey development, survey results, data analysis and meeting minutes. Data is reviewed and consolidated into a final report that includes summaries of interviews, surveys, recommendations, and plans of action.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 24919

TITLE: Organizational development studies

(continued)

PRIMARY DESIGNATION:

Protected 63G-2-305 UCA

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Division of Human Resource Management

SERIES: 10171

3

TITLE: Outstanding State Employee Award records

DATES: 1976-2008.

ARRANGEMENT: Chronological

DESCRIPTION:

These records document the nomination and selection process for the Outstanding State Employee Award, formerly known as the Earl Condor Award. This annual award, established by the governor's executive order of March 8, 1976, recognizes outstanding contributions to state service by an employee of the state during the preceding calendar year. Nominations may be made to the Department of Human Resource Management by a private citizen, an organization, or any state employee or officer. Nominations include a narrative of the nominee's performance and reasons why the nominee should be recognized. A committee staffed by the department oversees the nomination and selection process. The records include nomination applications (employee's name, home or work address, home or work phone number), rankings, list of finalists, committee membership list, governor's speech, and presentation records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the evidential value of these records in documenting the nomination and selection process for the Earl Conder Award. There is also a secondary informational value for those interested in the achievements and public recognition of individual public employees.

AGENCY: Division of Human Resource Management

SERIES: 10171

TITLE: Outstanding State Employee Award records

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2008) Home phone number and address

AGENCY: Division of Human Resource Management

SERIES: 81625

3

TITLE: Payroll and staffing report

DATES: 1983-1998.

ARRANGEMENT: none

DESCRIPTION:

This is a report based on real costs to agency for employees. Documents the employee costs year to date plus projected and budgeted totals. It is organized by employee name, position control number, classification code, and grade level. There are two divisions of this form: the authorized grade of the position and the actual grade and step for each employee. Filed by date, it is produced every two weeks. This information comes from the Division of Finance after the posting of the payroll. This report includes the employee's name, social security number, grade, title, salary, benefits, projected cost, real costs, and payroll codes. It also includes a follow-up of the actual cost per employee.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office until office use ends and then destroy.

APPRAISAL:

These records have administrative value(s).
RDR 81-10: 5 years.

PRIMARY DESIGNATION:

Private

AGENCY: Division of Human Resource Management

SERIES: 81626

3

TITLE: Personnel file index

DATES: 1950-[ca. 2000].

ARRANGEMENT: none

DESCRIPTION:

This is an index to all state employee's individual personnel files or actions found on microfilm. This index includes social security number, transaction code or input change code used by payroll, clear date or date cleared payroll, julian date or transaction, and sequence number or action number designated by date. The julian date and sequence number are used to research an employee's personnel actions on the microfilm.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Microfiche master: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Division of Human Resource Management

SERIES: 80616

3

TITLE: Personnel records

DATES: 1947-

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

The executive director of the Department of Human Resource Management has a mandate to "maintain central personnel records" (see Utah Code 67-19-6(1)(g) (2018)). Elements of the personnel record are specified in Administrative Rule R477-2-5 (2020): personally identifiable information; performance ratings; and actions which affect the employee's salary history, classification history, title and salary range, employment status, and other personal data. Personnel records also include training records, information about authorized positions, relevant correspondence, and other related records.

Records in this series may be paper, electronic, or other media formats.

This series incorporates records from Department field offices, including records of employees who began working for a state employer prior to the Department's consolidation in 2006. Complete work history of an individual (excluding medical/psychological information) while employed by the State. Refer to UCA 67-18-1 (1977), et seq. and DHRM rules on accessing, maintaining, and managing employee personnel files. The employee's personnel file shall be considered a supplement to the DHRM computerized file and shall be subject to the rules governing personnel files. When an employee transfers to another state agency, the employee's personnel file must be sent to the new agency. The file typically includes applications for employment, career mobility documents, Memorandums of Understanding (MOU's), conflict of interest records, employee signed overtime agreements, personnel actions, corrective action plans, notices of disciplinary action, new employee orientation form checklists, performance plans and evaluations, letters of appreciation/commendation, separation and leave without pay records, employee benefits notification forms for PEHP and URS; references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, leave and time records; copies of any documents affecting the employee's conduct, status or salary, etc.

AGENCY: Division of Human Resource Management

SERIES: 80616

TITLE: Personnel records

(continued)

RETENTION:

Retain for 65 year(s) after date of hire or for 3 year(s) after retirement or death

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office until date of hire and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

Paper: Retain in Office for 3 years after retirement or death and then destroy.

Computer data files: Retain in Office for 65 years after date of hire and then delete.

Microfilm master: Retain in State Records Center for 65 years and then destroy.

Microfilm duplicate: Retain in Office until administrative value has been met and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
These records contain the current work history of an individual (excluding medical/psychological information) while employed by the state and have legal value, as they document employment and/or eligibility for benefits as a result of such employment

AGENCY: Division of Human Resource Management

SERIES: 80616

TITLE: Personnel records

(continued)

for the employee or for the employee's heirs. See Utah Code 49-11-602 (2017)--participating employers are to retain records--and Utah Code 67-19-6(1)(g) (2018)--DHRM executive director to maintain central personnel records.

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(a,g) and (2)(a,b,d) (2020); and 67-18-1(1977)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(25) (2020)

Public. Utah Code 63G-2-301(2)(b) (2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2021.

AGENCY: Division of Human Resource Management

SERIES: 81628

3

TITLE: Personnel study manuals

DATES: 1975-[ca. 2000].

ARRANGEMENT: Alphanumerical by location of project

DESCRIPTION:

These are studies of local government entities in preparation to setting up personnel programs. They are used to appraise salary, title, and classification specifications (duties, educational requirements, and respective salary ranges) of local government employees. This series is similar to the classification studies performed on state agency positions. Another copy of this series is also maintained in a word processing format with the same information. These studies include work flow and work force analysis, training aids, performance appraisal instructions, policy procedures, job descriptions, master planning materials, and sometimes, employee names, current salaries, and recommendations made by the Division of Personnel Management.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Division of Human Resource Management

SERIES: 81629

3

TITLE: Personnel study workpapers

DATES: 1975-[ca. 2000].

ARRANGEMENT: none

DESCRIPTION:

This series is a primary source document used to create the personnel study manuals. It contains information used to appraise salary, title, and classification specifications of local government employees. It includes questionnaires containing employee's name, salary, job position, work schedules, duties, and examples of various internal policies.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 6 months and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Division of Human Resource Management

SERIES: 81632

3

TITLE: Position classification codes

DATES: [ca. 1985]-1998.

ARRANGEMENT: alphanumerical by position code

DESCRIPTION:

These records list all State employment positions and their corresponding code numbers. These records include position titles and classification code number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office until office use ends and then destroy.

Computer data files: Retain in Office until office use ends and then purge.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 19312

3

TITLE: Position classification grievance files

DATES: 1993-

ARRANGEMENT: Alphabetical by agency, thereunder by date.

DESCRIPTION:

These records document the position classification grievance process described in Utah Code 67-19-31 (2008). After a career service position has been assigned to a new class specification, the employee may grieve the determination to the classification grievance panel. The panel then hears the grievance, reviews applicable records, and makes a recommendation to the executive director of the Department of Human Resource Management (DHRM). The executive director then makes a decision, which may be appealed by either party. Records may include grievance submissions, original analyst's recommendation, the panel's recommendation, the executive director's decision, and related records.

RETENTION:

Retain for 3 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grievance records, GRS-1967.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after case is closed and then destroy.

Sound recordings: Retain in Office for 1 year and then erase.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 19312

TITLE: Position classification grievance files

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(a,g) and (2)(a,d) (2020)

SECONDARY DESIGNATION(S):

Protected

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Division of Human Resource Management

SERIES: 25729

3

TITLE: Position classification monitoring files

DATES: 2004-2006.

ARRANGEMENT: Alphabetical by agency, thereunder chronological by date.

DESCRIPTION:

Utah Code 67-19 gives the Department of Human Resource Management (DHRM) the responsibility to establish and maintain a position classification system for the state of Utah. Some human resource offices within the state have been delegated position management responsibilities for their agencies. In accordance with UCA 67-19-10, and signed delegation agreements, DHRM must provide periodic monitoring of position classifications performed by these human resource offices. These records contain audit documents of position management requests, correspondence, memoranda, reports, and other records related to inspection, desk audits, and the evaluation of position classifications performed under delegation agreements.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

AGENCY: Division of Human Resource Management

SERIES: 25729

TITLE: Position classification monitoring files

(continued)

APPRAISAL:

These records have administrative value(s).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Division of Human Resource Management

SERIES: 1430

3

TITLE: Position status conversion request file

DATES: 1985-1987.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This is a file of state agency requests made to the Department of Human Resource Management to approve employee position conversions from exempt status to career service status. The conversions signify permanent additions of full- or part-time equivalents to agency payrolls with the complete installment of career service benefits. The request form includes agency name, employee name, employee social security number, position title, reasons for the status change request, agency and approving authority's signatures. The requests were occasionally made by interagency correspondence. Since 1987, status conversions are indicated on Notices of Payroll/Personnel Action. Written requests are no longer required. All status conversions are entered into the master personnel data base.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based upon the administrative needs of the agency.

PRIMARY DESIGNATION:

Private

AGENCY: Division of Human Resource Management

SERIES: 81633

3

TITLE: Posting payroll

DATES: 1979-1994.

ARRANGEMENT: none

DESCRIPTION:

These are reports from the Division of Finance indicating Personnel's payroll expenses for each pay period by low organizational number. They are used to verify personnel actions, against the schedule 6, preliminary payroll, and the DPM 33's, to assure changes have been successfully completed. These reports include the department number, organizational number distribution code, name, social security number, position classification number, gross pay, benefits cost, total expense, year-to-date totals.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office until office use ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Division of Human Resource Management

SERIES: 29868

3

TITLE: Program and policy development records

DATES: 1985-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document the development, establishment, dissemination, and updating of agency programs and policies.

RETENTION:

Permanent. Retain for 3 year(s) after final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after final action and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 3 years after final action and then transfer to State Archives with authority to weed.

APPRAISAL:

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

Records document development and execution of agency programs and policies.

AGENCY: Division of Human Resource Management

SERIES: 29868

TITLE: Program and policy development records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Division of Human Resource Management

SERIES: 17418

3

TITLE: Proposed legislation files

DATES: 1993-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Records created by governmental agencies for the purpose of proposing legislation. They contain correspondence, memoranda, research information on proposed legislation, fiscal notes, summaries, estimated cost reports, impact statements, and other information documenting the proposed legislation.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Proposed legislation records, GRS-1690.

AUTHORIZED: 12-01-1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These records are historical because they provide evidence of significant policy formulation and business processes of the government.

AGENCY: Division of Human Resource Management

SERIES: 17418

TITLE: Proposed legislation files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(19) (2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Division of Human Resource Management

SERIES: 1013

3

TITLE: Publications

DATES: 1961-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These records are publications about department administration, legal matters, fiscal and financial operations, employment, personnel, job classification, salaries, affirmative action, sexual harassment, and all other activities and functions of the Department of Human Resource Management. These records are publications as defined by general retention schedule GRS-1678: Publications.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

The value of these records is in documenting agency/program achievements, programs, and function.

AGENCY: Division of Human Resource Management

SERIES: 1013

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Division of Human Resource Management

SERIES: 81634

3

TITLE: Reappointment register

DATES: 1984-2010.

ARRANGEMENT: Chronological by year.

DESCRIPTION:

As provided by law, this is a list of personnel affected by a Reduction in Force action. Also includes career service employees who accepted exempt positions without leaving state employment and who were not retained. This list becomes the reappointment register. Under the law such personnel are offered the opportunity to be re-appointed to a state career service position without re-examination. This record includes name, address, phone number, effective date, cancellation date, last career service position held, minimum grade range that he/she will accept, education, experience, location, availability, and analysis.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: For records beginning in 1984 through 2003. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

Microfiche master: Retain in State Records Center for 3 years and then destroy.

Microfiche duplicate: Retain in State Records Center for 3 years and then destroy.

AGENCY: Division of Human Resource Management

SERIES: 81634

TITLE: Reappointment register

(continued)

APPRAISAL:

These records have administrative value(s).

This disposition is based upon the 1986 General Retention Schedule, Page 21, RDR Date 8/12/85.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Division of Human Resource Management

SERIES: 81635

3

TITLE: Reappointment register case files

DATES: 1984-[ca. 2000].

ARRANGEMENT: none

DESCRIPTION:

These are case files of career service employees who have been separated from state government. This may be due to a reduction in force action. Also includes career service employees who accepted exempt position(s) without leaving state employment and who were not retained. These files include application, notice from department to Personnel Management that a person is on the reappointment register, and related correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Division of Human Resource Management

SERIES: 84581

3

TITLE: Records transfer sheets

DATES: 1977-2020.

ARRANGEMENT: Chronological.

DESCRIPTION:

Records transfer sheets (RTS's) document the transferral of records to the State Records Center or the Utah State Archives. RTS's are submitted via the Archives website prior to shipping boxes, and are used by the agency to refer to shipping history. Records include agency information, series information, and box descriptions.

RETENTION:

Retain until disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until disposition of asset and then destroy.

Computer data files: Retain in Office until disposition of asset and then delete.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

"Disposition of asset" is a phrase which here means "the lifetime of the related records".

AGENCY: Division of Human Resource Management

SERIES: 84581

TITLE: Records transfer sheets

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Division of Human Resource Management

SERIES: 25710

3

TITLE: Recruitment files

DATES: 1980-

ARRANGEMENT: Alphabetical by agency, thereunder by date.

DESCRIPTION:

These records support the agency's mandate to "design and administer the state recruitment and selection system" (Utah Code 67-19-6(1)(d) (2018)), as detailed by Utah Administrative Code R477-4: Filling Positions (2020).

Records include all materials used in the hiring process, such as job applications, resumes, candidate tests and evaluations, references, interview questions, certifications and licenses, position analyses, and related records.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 25710

TITLE: Recruitment files

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(51) (2020)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(g) and (2)(d) (2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Division of Human Resource Management

SERIES: 81640

3

TITLE: Register file recruitment log sheet

DATES: 1984-1997.

ARRANGEMENT: Alphabetical by position title

DESCRIPTION:

This is a register of qualified applicants for a specific position. It is stapled to front of register file to track applications within folder. It includes title of position and grade, recruitment dates, type of exam administered, score ranges, formula, names of applicants, age, sex, ethnic group, handicapped status, veteran's points, and final grade.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Division of Human Resource Management

SERIES: 81637

3

TITLE: Register file: applications of qualified applicants

DATES: 1984-1997.

ARRANGEMENT: Alphabetical by position title

DESCRIPTION:

These are applications of those applicants who are qualified, are listed on the Register, and are waiting for further agency action before the cancellation date assigned to that specific position. This record includes complete application materials: resume, education, transcripts, previous employment, name, address, telephone number, social security number, ethnic group, sex, age, handicapped status, veteran's preference, citizenship, conviction of a class A misdemeanor or felony, examination score sheets, DPM rater, notification of examination results, and date name will be removed from the register.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Controlled

AGENCY: Division of Human Resource Management

SERIES: 81638

3

TITLE: Register file: applications of qualified applicants not hired

DATES: 1984-1997.

ARRANGEMENT: Alphabetical by position title

DESCRIPTION:

These are applications of those applicants who were qualified and were listed on the Register but were not hired. This record includes complete application materials: resume, education, transcripts, previous employment, name, address, telephone number, social security number, ethnic group, sex, age, handicapped status, veteran's preference, citizenship, conviction of a class A misdemeanor or felony, examination score sheets, DPM rater, notification of examination results, and date name will be removed from the register.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).
RDR 78-58: 2 years.

PRIMARY DESIGNATION:

Controlled

AGENCY: Division of Human Resource Management

SERIES: 81639

3

TITLE: Register files: non-qualified applicants

DATES: 1984-1997.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are applications of those applicants not meeting the requirements of the position. This record includes complete application materials: resume, education transcripts, previous employment, name, address, telephone number, social security number, ethnic group, sex, age, handicapped status, veteran's preference, citizenship, conviction of a class A misdemeanor or felony, DPM rater, and notification of non-qualification.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).
RDR 78-58: 2 years.

PRIMARY DESIGNATION:

Private

AGENCY: Division of Human Resource Management

SERIES: 10254

1

TITLE: Rules interpretations

DATES: 1985-2017.

ARRANGEMENT: Chronological, thereunder alphabetical by subject
DESCRIPTION:

The executive director and other authorized Department of Human Resource Management (DHRM) employees create these rule interpretations in response to agency requests to waive or interpret DHRM rules. Most department interpretations are communicated to agencies verbally and therefore are not documented. Written interpretations are provided very rarely, only in unique situations where exceptions to rules are granted. When a decision is made that may affect more than one agency, the interpretation will be sent out to agencies in the form of a published bulletin.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

This disposition is based on the evidential value of human resource management rule interpretations to the department. The records show what exceptions to personnel rules were granted and denied and the reasons given, thereby illuminating the values and priorities of the department.

AGENCY: Division of Human Resource Management

SERIES: 10254

TITLE: Rules interpretations

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Division of Human Resource Management

SERIES: 81641

3

TITLE: Salary and Benefit Survey Responses

DATES: 1981-2014.

ARRANGEMENT: None.

DESCRIPTION:

These records document the State's response to salary and benefits surveys produced by other states, government entities, and private businesses. This information contains salary range data, as well as actual low, high, and average salaries of State employees, along with information on benefits provided to these employees.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected 63G-2-305(2)(a)(b)(c) and 63G-2-309(1)(a)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2018.

AGENCY: Division of Human Resource Management

SERIES: 8324

3

TITLE: Salary survey of state employees

DATES: 1932-2003.

ARRANGEMENT: None

DESCRIPTION:

This is a salary survey of state employees as provided under section 3-A, chapter 24, in the Laws of Utah 1931.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

These records are located in the Records Center and should be located and transferred to the Archives.

PRIMARY DESIGNATION:

Public

AGENCY: Division of Human Resource Management

SERIES: 6006

3

TITLE: Salary transaction exception reports

DATES: 1979-1998.

ARRANGEMENT: Chronological

DESCRIPTION:

These daily computer reports list all of the personnel actions which are subject to a departmental review due to a Human Resource Management Information System (HRMIS) edit to identify inappropriate data entries. The report data is entered by agency payroll officers to update employee salaries. The report includes agency name, low organization number, employee social security number, effective date, and error messages which record why the transaction must be reviewed. Department personnel use this report as a worksheet and may additionally record the employee's name, title, salary, whether or not evaluations are current, and sometimes the reasons for special adjustments or other information as appropriate. This report was discontinued on 1/12/97 when the HRE (Human Resource Enterprise) system came on-line.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Microfiche master: Retain in State Records Center for 4 years and then destroy.

Microfiche duplicate: Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

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

This disposition is based upon the administrative need expressed by the department for documentation of salary transaction review practices. Also, the report has been referred to during agency audits.

AGENCY: Division of Human Resource Management

SERIES: 6006

TITLE: Salary transaction exception reports

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Division of Human Resource Management

SERIES: 17482

3

TITLE: Social Services, Youth Corrections, Region 2 Personnel files

DATES: 1983-2003.

ARRANGEMENT: alphabetical by employee name

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. 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 description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain for 65 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after retirement or separation and then transfer to State Records Center. Retain in State Records Center for 55 years and then destroy.

AGENCY: Division of Human Resource Management

SERIES: 17482

TITLE: Social Services, Youth Corrections, Region 2 Personnel files

(continued)

APPRAISAL:

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

This disposition is based on the 1997 Utah General Retention Schedule, Schedule 11, Item 2.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Division of Human Resource Management

SERIES: 23239

3

TITLE: Staff meeting minutes

DATES: 1993-2003.

ARRANGEMENT: Chronological

DESCRIPTION:

This records series documents the department of Human Resource Management staff meetings. The records are created to update office information. They contain office changes, program updates, budget information, and any other information that might have an impact on the office.

RETENTION:

Permanent. Retain for 11 year(s) after separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after Governor's term has expired and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Division of Human Resource Management

SERIES: 81642

3

TITLE: Staffing program from other jurisdictions

DATES: 1984-[ca. 2000].

ARRANGEMENT: none

DESCRIPTION:

These are files and correspondence from other jurisdictions related to staffing, recruitment, selection, and reduction in force. This record includes correspondence and reports on information from national employment opportunity publications, correspondence from personnel on Reduction in Force lists, and notices of Reduction in Force information sent to personnel.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 8323

3

TITLE: Standardization of salaries report

DATES: 1921-[ca. 2000].

ARRANGEMENT: None

DESCRIPTION:

This is a report showing necessary salary adjustments of state employees to conform to standardization of salaries as provided by Bulletin Number 4 (October 1, 1921) from the Department of Finance and Purchases.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

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

These records are located in the Records Center and should be located and transferred to the Archives.

PRIMARY DESIGNATION:

Public

AGENCY: Division of Human Resource Management

SERIES: 81589

3

TITLE: State agencies policies and procedures records

DATES: 1979-2007.

ARRANGEMENT: none

DESCRIPTION:

These records are policies and procedures from every state agency's Human Resource office. Records include memoranda, articles, and publications addressing policies related to the functions of the agency, procedures to follow in the event of an emergency, standards for dress and appearance of employees with supporting case studies, state policies, and related records.

RETENTION:

Permanent. Retain for 4 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition based on value of records in documenting personnel policies and procedures for employees of the state.

AGENCY: Division of Human Resource Management

SERIES: 81589

TITLE: State agencies policies and procedures records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2018.

AGENCY: Division of Human Resource Management

SERIES: 23238

3

TITLE: State human resource management team minutes

DATES: 1993-2006.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document meetings with the Management team. They provide direction and decisions for the office. The records contain office changes and decision, outside agency information, program discussions, and budget information.

RETENTION:

Permanent. Retain for 11 year(s) after separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after Governor's term has expired and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Division of Human Resource Management

SERIES: 23237

3

TITLE: State human resource staff meeting minutes

DATES: 1993-2003.

ARRANGEMENT: Chronological

DESCRIPTION:

These records document the State Human Resource Staff meeting. They are created to meet the informational and decision making needs of the Human Resource staff and contain information that may affect human resource functions.

RETENTION:

Permanent. Retain for 11 year(s) after separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after Governor's term has expired and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Division of Human Resource Management

SERIES: 1050

3

TITLE: Supplies and Purchase revolving fund account book

DATES: 1938-1941.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Division of Human Resource Management

SERIES: 81644

3

TITLE: Test development files

DATES: 1978-2017.

ARRANGEMENT: Alphabetical by position title.

DESCRIPTION:

These are materials used to design and develop oral and written examinations for specific positions open in state government, including job analysis procedures with instructions for administering the tests. These files include questionnaires, examination forms, completed examinations, oral examination questions and answers from applicants, names of applicants and position applied for, test scores, oral examination summary matrices, qualifications of experts including names, titles, positions held, grade levels, duties, activities and responsibilities, education and training. Also includes working files and notes on applicants.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).
RDR 75-67: microfilming.

AGENCY: Division of Human Resource Management

SERIES: 81644

TITLE: Test development files

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(5)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Division of Human Resource Management

SERIES: 25712

3

TITLE: Title Reduction reports

DATES: 2000-2017.

ARRANGEMENT: Chronological by date, thereunder by benchmark identification.

DESCRIPTION:

Electronic and hardcopy records of various Job Title Reduction Reports. This project reduced 1800-plus job titles down to 900 plus job titles. Job titles were reduced by reviewing salary ranges and level of work. Records include correspondence and related information regarding the implementation of the Job Title Reduction Project.

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 19 years and then destroy.

Computer data files: Retain in Office until administrative value has been met and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 25712

TITLE: Title Reduction reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Division of Human Resource Management

SERIES: 81646

3

TITLE: Training and experience evaluation

DATES: 1980-1998.

ARRANGEMENT: none

DESCRIPTION:

This is commonly known as a "T & E". It is used by personnel analyst to evaluate applicants' training and experience for a position against criteria established with subject matter experts. A numerical rating is given to each applicant. This record includes class title, grade, agency subject matter experts' rating, job related training and experience, score information, class specifications, and job analysis.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Microfiche master: Retain in State Records Center for 3 years and then destroy.

Microfiche duplicate: Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 81645

3

TITLE: Training contracts

DATES: 1979-2000.

ARRANGEMENT: none

DESCRIPTION:

These are contracts between state agencies and the Department of Human Resource Management to administer agreed upon training programs. Program titles include time management, management certification, supervisory and assertiveness training. Copies of these records series exist at the following locations: DHRM, at the creating agency, and at State Purchasing .These contracts include the requirements and descriptions of the training courses that are offered by DHRM.

RETENTION:

Retain for 3 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after expiration or termination of the contract and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

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

AGENCY: Division of Human Resource Management

SERIES: 81645

TITLE: Training contracts

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Division of Human Resource Management

SERIES: 25713

3

TITLE: Training manuals and materials

DATES: 1988-

ARRANGEMENT: Alphabetical by course title.

DESCRIPTION:

These records contain manuals, course materials, and aids used in training conducted or sponsored by the Department. Records are used for reference and legal verification of the content covered in the training.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Mandated or significant training materials, GRS-1951.

AUTHORIZED: 03-26-2021

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded or obsolete and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until superseded or obsolete and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 25713

TITLE: Training manuals and materials

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Division of Human Resource Management

SERIES: 25714

3

TITLE: Training records

DATES: 1988-2017.

ARRANGEMENT: Alphabetical by course title, thereunder by date.

DESCRIPTION:

These records document employee training. Records may include exams, completion reports, and other verifications of completion and competency for courses and classes offered or sponsored by the Department.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee training records, GRS-1916.

AUTHORIZED: 05-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years and then destroy.

Computer data files: Retain in Office for 65 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(a)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2018.

AGENCY: Division of Human Resource Management

SERIES: 25715

1

TITLE: Training records management

DATES: 1998-2017.

ARRANGEMENT: Chronological by year and month.

DESCRIPTION:

This series contains database computer files as well as records, notes and other documentation related to the sub-system in Human Resource Enterprise HRIS system related to training records. (This system has been titled Training Records Management (TRM) and Utah Training Connection (UTC)). These records are kept to keep track established courses, individual employee training records, system enhancement requests, proposals, and system improvements.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in Office until until administrative need ends and then delete.

Paper: Retain in Office until administrative value has been met and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 25715

TITLE: Training records management

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Division of Human Resource Management

SERIES: 81647

3

TITLE: Training resource subject files

DATES: 1978-

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

These are reference files used by the department to create training sessions for government agencies. They include reference materials from other agencies such as publications and conference papers, lesson outlines, and training objectives outlines.

RETENTION:

Retain for 1 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after end of project or program and then destroy.

Computer data files: Retain in Office for 1 year after end of project or program and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Division of Human Resource Management

SERIES: 25717

3

TITLE: Utah Job Match database

DATES: 2000-2012.

ARRANGEMENT: None.

DESCRIPTION:

This database is administered by the Department of Human Resource Management(DHRM). The Utah Job Match database contains current and active versions of jobs and positions as well as earlier versions. Job and position information is used for classification, performance management, career development, workforce adjustment plans, and recruitment/selection purposes. The data is used by state agencies to classify job positions, rate applicants/incumbents, and administer agency programs.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2005

FORMAT MANAGEMENT:

Computer data files: Retain in Office until superseded or obsolete and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Human Resource Management

SERIES: 25717

TITLE: Utah Job Match database

(continued)

PRIMARY DESIGNATION:

Public Job descriptions are public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Division of Human Resource Management

SERIES: 25716

3

TITLE: Utah Job Match recruitment database

DATES: 2004-2012.

ARRANGEMENT: Alphabetical by job title.

DESCRIPTION:

The recruitment database contains requisition analyses data to document the recruitment process used to fill vacant positions within the State of Utah. Security has been built into the system to prevent unauthorized access to information classified as private or protected. Each requisition analysis contains the following information: position title; recruiter contact information; a recruitment plan; position information such as task, KSAOs, working conditions, physical requirements; recruiter comments; questions asked to applicants to evaluate qualifications; test/exam/review results; applicant name, address, phone, work/education history; applicant self-rating in response to position related questions; recruiter rating (of applicants); hiring list; interview results; and hire results.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

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

AGENCY: Division of Human Resource Management

SERIES: 25716

TITLE: Utah Job Match recruitment database

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Division of Human Resource Management

SERIES: 20934

3

TITLE: Utah Skill Match recruitment database

DATES: 1996-2003.

ARRANGEMENT: Alphabetical

DESCRIPTION:

The Utah Skill Match database documents the recruitment process of state employees. Security has been built into the system to prevent unauthorized access to information classified as private or controlled.

The database contains five distinct record types: (1) Cover sheets contain the bulk of private information entered into the database. Human resource personnel have access to this information. (2) Resumes have replaced applications in the Skill Match database. The resumes are scanned into the system, but private information is redacted from the record before it is sent to a hiring official. (3) Requisitions detail state job openings and are used to compare preferred skills with an applicant's skills, as indicated by an applicant's resume. (4) The state maintains a contract with Resumix for a proprietary testing mechanism. This testing mechanism, or grammar program, helps Human Resources narrow the applicant pool. (5) Reports may be generated using Skill Match. These reports are used to narrow job searches, decipher confusing data, and otherwise examine data in the system.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1999

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then erase.

APPRAISAL:

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

This disposition is based on the administrative and fiscal requirements identified by the Department of Human Resource Management.

AGENCY: Division of Human Resource Management

SERIES: 20934

TITLE: Utah Skill Match recruitment database

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(f)(g) (2008).

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(1) (2008).

AGENCY: Division of Human Resource Management

SERIES: 19421

3

TITLE: Utah Skill Match resume cover sheet

DATES: 1996-2003.

ARRANGEMENT: Chronological by month

DESCRIPTION:

These files are created when resume cover sheets are scanned into the data base (Utah Skill Match). Applicants are also asked to provide information regarding convictions excluding minor traffic violations. they are required to attach additional sheets giving the dates, types of convictions (misdemeanor or felony), details, and penalties for each occurrence, including dates of any probationary periods. Each conviction is judged in relation to time, seriousness, circumstances, and relationship to position applied for. Individuals applying for positions involving law enforcement work, or care, custody, or control of children or vulnerable adults are also subject to a thorough background check. All conviction information becomes official records of the state and will not be returned.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 months after information is scanned into data base and then destroy.

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008).

AGENCY: Division of Human Resource Management

SERIES: 19422

3

TITLE: Utah Skill Match resumes

DATES: 1996-2003.

ARRANGEMENT: Alphabetical by surname, thereunder chronological
DESCRIPTION:

These resumes are scanned into the recruitment data base (Utah Skill Match) which are used to fill all competitive recruitments.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 months after information is scanned into data base and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(d) (2008)

AGENCY: Division of Human Resource Management

SERIES: 81648

1

TITLE: Vendor invoices

DATES: 1974-2017.

ARRANGEMENT: None.

DESCRIPTION:

This is a request from Personnel to the Division of Finance to pay a vendor for supplies and/or services the vendor has provided to Personnel. This request includes the description and price of items purchased, name, address, vendor name and address, and Personnel's organizational number and address, authorizing signature and date, some interdepartmental transfers, and copies of supporting documents (i.e.: checkstubs).

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
RDR 79-78: 1 year after audit.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Division of Human Resource Management

SERIES: 25718

3

TITLE: Veteran hire reports

DATES: 1997-2008.

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

These reports are created by the Utah Skill Match and Human Resource Enterprise(HRE) and document the number of veterans and military personnel employed by state agencies. The reports were first requested by LaVonne Willis, Director, Office of Veterans' Affairs in 1997. They continue to be created periodically upon request.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2005

FORMAT MANAGEMENT:

Paper: Retain in Office until until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Division of Human Resource Management

SERIES: 6238

3

TITLE: Volunteer program committee files

DATES: 1981-1987.

ARRANGEMENT: Chronological

DESCRIPTION:

The volunteer program committee files began under Governor Matheson and continued through part of the Bangerter term. The program has been discontinued. 1990 State GS, Schedule 1, Item 6.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).
Records in this series document agency history and functions.
They are useful to researchers.

PRIMARY DESIGNATION:

Public

AGENCY: Division of Human Resource Management

SERIES: 25719

3

TITLE: Work place violence records

DATES: 1999-2008.

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

This series documents investigations and reports regarding work place violence in Utah State government agencies. The records include correspondence, memoranda, training records, and other records related to incident investigations and reports.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

Compact disc: Retain in Office until administrative value has been met and then destroy.

APPRAISAL:

These records have administrative value(s).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Division of Human Resource Management

SERIES: 29866

3

TITLE: Workers' compensation case files

DATES: 1985-

ARRANGEMENT: Alphabetical by employee surname.

DESCRIPTION:

These records document workplace injuries, whether or not a claim was made. Records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made.

RETENTION:

Retain for 75 year(s) after end of the calendar year that the records cover

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Worker's compensation case files, GRS-1938.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after end of the calendar year that the records cover and then transfer to State Records Center. Retain in State Records Center for 70 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(b),(2)(d) (2020)

AGENCY: Division of Human Resource Management

SERIES: 29866

TITLE: Workers' compensation case files

(continued)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(38) (2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Division of Human Resource Management

SERIES: 81649

3

TITLE: Workforce adjustment plans

DATES: 1982-

ARRANGEMENT: Alphabetical.

DESCRIPTION:

These are agencies' disclosures and reports on the steps taken to separate employees from State employment when the separation resulted from Reduction in Force (RIF) actions, as described in Utah Code 67-19-18(6) (2010). Records may include cost savings avenues, categories of work to be eliminated, lists of all affected employees with retention points, length of service and job proficiency scores for each employee involved, and reasons for reduction in force.

RETENTION:

Permanent. Retain for 4 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

Records show the decision-making process for the Reduction In Force procedure, which is described in Utah Code 67-19-18(6) (2010) and Utah Administrative Code R477-12-3 (2020).

AGENCY: Division of Human Resource Management

SERIES: 81649

TITLE: Workforce adjustment plans

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(25) (2020)

SECONDARY DESIGNATION(S):

Protected

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Division of Human Resource Management

SERIES: 25711

3

TITLE: Workplace discrimination and harassment investigation records

DATES: 1997-

ARRANGEMENT: Alphabetical by name.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are records associated with complaints and investigations concerning workplace discrimination and harassment, as defined in Administrative Code R477-15-1 (2020).

The Department of Human Resource Management participates in both Department-conducted investigations for complaints submitted to the Department, as well as investigations conducted by external agencies such as the Utah Anti-Discrimination and Labor Division (UALD), Department of Labor, or Equal Employment Opportunity Commission (EEOC). Records for both types of investigation are included in this series, as the latter records typically incorporate the former.

These records are primarily held in field offices, and are never put in an employee's personnel file. If an investigation leads to disciplinary action, the corrective action is noted in the personnel file, but the investigation records are kept separately.

Records may include the original complaint; correspondence; investigation plan; statements from the complainant, the alleged harasser, and third parties; interview notes; fact-finding information; recommendations; final outcomes; and related records.

RETENTION:

Retain for 5 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2005

AGENCY: Division of Human Resource Management

SERIES: 25711

TITLE: Workplace discrimination and harassment investigation records

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 5 years after case is closed and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(25) (2020); see Utah Administrative Code R477-15-5(c) (2020)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(a) and (2)(d) (2020)
Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Division of Human Resource Management

SERIES: 25676

3

TITLE: Workplace discrimination and harassment investigations

DATES: 1997-2018.

ARRANGEMENT: Alphabetical by agency, thereunder by employee name.

DESCRIPTION:

These are case files of investigations of discrimination and harassment complaints conducted by the Department of Human Resource Management (DHRM). This record contains information for internal investigations conducted by DHRM, not investigations conducted by external entities such as Utah Anti-Discrimination and Labor Division, and Equal Employment Opportunity Commission. Discrimination or harassment complaint investigation records include the complaint; related correspondence; investigation plan; statements from complainant, alleged harasser, and third parties; interview notes; fact finding reports; exhibits; withdrawal notices; copies of decisions; and other records related to the discrimination or harassment complaint.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2005

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
DHRM Rule R477-15 Utah Administrative Code, UCA 63-2-304.

AGENCY: Division of Human Resource Management

SERIES: 25676

TITLE: Workplace discrimination and harassment investigations

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(9)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2018.