

Retention and Classification Report

Agency: Department of Health. Human Resource Management and Employee Development (812)
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Records Officer: _____

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AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1223

3

TITLE: Administrative records

DATES: 1981-2014.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are records accumulated by the bureau that relate to the function, internal administration, or housekeeping activities of the office. They include list of department employees, performance reviews, employee profiles, automatic archives list, professional contractual agreements for temporary professional services, circulars of weekly job opportunities, copies of memos, copies of outgoing and originals of incoming correspondence, copies of award letters, detailed statement of wages, position requests, and authorization forms, resumes, copies of school transcripts, information on recruitment sources, procedural memos, recruitment budget approvals, temporary pay vouchers, and other items.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1986

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 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). Records under "A" include letters of transmittal that do not add any information to that contained in the transmitted material. Quasi-official notices such as memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals and similar papers. Records under "B" relate to the office organization, staffing,

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1223

TITLE: Administrative records

(continued)

procedures, and communications; the day-to-day administration of office personnel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. Also, records that are duplicates of information filed elsewhere. Records under "C" are not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures, and achievements.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1243

3

TITLE: Adverse action files

DATES: 1980-2014.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is a record of employees' grievances and adverse actions taken against employees. It includes copy of grievance, statement of resolution by Personnel Review Board, transcript of Review Board hearing, subpoena for hearing, appeals of the decision, and related documents. Information includes the employee's name, division, agency, work site, social security number, and phone number; a statement of the employee's grievance; the supervisor's written reply, the dates of all actions and the final resolution of the case.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1986

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 3 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 82915

3

TITLE: Annual work program staffing plan

DATES: 1984-2009.

ARRANGEMENT: none

DESCRIPTION:

This record is a summary of all Health Department positions. Included in this record are identification of full time employees, position control number, schedule, class title, grade estimated and actual, step, name and social security number of the current incumbent, budget benefits, budget salary, year to date cost, projected cost, low organization number, department name, division, and district code.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 01/1986

FORMAT MANAGEMENT:

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

Microfiche master: Retain in Archives for 6 months and then destroy.

Microfiche duplicate: Retain in Archives for 6 months and then destroy.

APPRAISAL:

These records have administrative value(s).

The bureau chief reports that only the most current information is used in complying this report. Once a job update is received the old report is destroyed. Previous retention was effective until 12/13/85.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 7498

3

TITLE: Application for leave

DATES: 1985-2014.

ARRANGEMENT: None.

DESCRIPTION:

This is a request by employee for annual, sick, or other leave. It includes the employee's name, department, division, the type of leave requested, the dates and time requested and the total number of hours of leave requested, the employee's signature, the date of the request, and the signature of the approving official.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1986

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1761

3

TITLE: Classification and organization studies

DATES: 1980-1985.

ARRANGEMENT: Alphanumerical

TOTAL VOLUME: 6.50 cubic feet.

DESCRIPTION:

This is an appraisal of the salary, grade, title, and classification specifications of state government positions for an entire program component or division. This is part of the process of creating, changing or abolishing positions. It includes the findings of the senior analyst that lead to changes, additions, or deletions of positions in the department. It also includes organizational charts, position descriptions questionnaires, classification specifications, and desk audits as support documentation. These include the name, position, workload, and duties performed of the employees of the division, salary survey, information from the employee's supervisor, point ratings for the employees, the employee's new title if the employee is reclassified by the audit, and any other changes which are made in regard to the positions. This includes studies of the Community Health Service, Bureau of Health Statistics, Bureau of Health Planning and Facilities, Health Care Financing, Environmental Health, the State Health Laboratory, Family Health Services, and several local health departments.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1986

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1761

TITLE: Classification and organization studies

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
This disposition is based on the secondary historical value to researchers interested in personnel issues and public employees working for the state of Utah and the needs expressed by the agency.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1226

3

TITLE: Conflict of interest clearance forms

DATES: 1983-2014.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is a record of activities of state employees that may pose a conflict of interest with the performance of their duties and the means by which they plan to avoid a conflict. It includes employee's name, the non-state activity in which the employee is involved, the hours and the days/weeks worked at the activity, what the employee intends to do if a conflict of interest arises, the employee's signature, whether the employee's immediate supervisor and division/office director agrees that there is no conflict of interest, and, if he/she disagrees, what action must be taken to ensure that no conflict arises, and the signatures of the immediate supervisor and the division/office director.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until employee is no longer in potential conflict and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 7487

3

TITLE: Contributions refund application

DATES: 1983-2014.

ARRANGEMENT: None

DESCRIPTION:

This is a record submitted by employee leaving state employment to secure a refund of his/her retirement contributions. It includes name, sex, social security number, marital status, date of birth, telephone number, employer, job position information (grade/step, etc.), mailing address, beginning date of employment, date final pay received, whether employee wants taxes deducted from his/her refund, date form completed, signature of the employee, type of retirement system involved, signature of verifying supervisor and date signed, and amount of refund.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 01/1986

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1699

3

TITLE: Current employees personal history records

DATES: i 1974-2014.

ARRANGEMENT: Alphanumerical

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 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 employee separates from the agency and then transfer to the Personnel History Record.

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1699

TITLE: Current employees personal history records

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 82916

3

TITLE: Employee payroll deductions report

DATES: 1980-2009.

ARRANGEMENT: Chronological

DESCRIPTION:

This record, which is in the form of a computer output microfiche, documents payroll deductions for an individual employee for each pay period. It also verifies deductions and provides an overview for each employee's benefit package. Included in this record are pay period, run date, employee's name and number, a list of deductions from the employee's paycheck, giving the type of deduction and amount for that period, and the total amount deducted by month to date, quarter to date, and year to date.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 01/1986

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in State Records Center for 1 year and then destroy.

Computer output microfiche duplicate: Retain in Office for 1 year and then destroy.

APPRAISAL:

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

This record has administrative value. A previous retention was in effect until 12/13/85.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 82919

3

TITLE: Employment class code

DATES: 1980-2014.

ARRANGEMENT: Numerical by code number

DESCRIPTION:

This record lists all department employment positions and their corresponding code numbers. The record is divided into three parts: one gives the codes in numerical sequence, the second gives them in alphabetical sequence, and the third by title. The first two contain the same information: class code and title of the positions; the grade; the minimum, middle, and maximum steps in the grade; the probationary period; the overtime code; the job category; effective date; document number; and archive number. The third set gives the job title, grade, overtime code, and date.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 01/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until found no longer administratively valuable and then destroy.

Microfilm master: Retain in Office until found no longer administratively valuable and then destroy.

APPRAISAL:

These records have administrative value(s).

The prior retention schedule did not reflect the fact that a paper copy of the record is now being sent to the bureau. However, the retention is still the same as the record is duplicated elsewhere. Previous decision: 12/13/85: administratively valuable/public.

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 492

1

TITLE: Executive correspondence

DATES: 1988-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

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 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1227

3

TITLE: Fair Labor Standards act memos of understanding

DATES: 1985-2014.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These are memoranda describing the Fair Labor Standards Act working condition requirements regarding overtime for non-exempt employees. These are used to ensure that both the employee and the supervisor understand those requirements. They include employee's name, job title, and grade and the supervisor's name job title, and grade.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until law exempts state from overtime provision of FLSA and then destroy.

APPRAISAL:

These records have administrative value(s).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1228

3

TITLE: Flex-time questionnaires

DATES: 1977-2014.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is a questionnaire used to secure employee feedback on the issue of flex-time. It includes information on whether flex-time affects the the employees, if the employee thinks it should be extended, what the employee likes and dislikes about it, how the employee thinks flex-time affects morale and office functions, how the employee thinks it should be changed, and the employee's job category.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until no longer administratively valuable and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1229

3

TITLE: Human resource profiles

DATES: 1980-2014.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This form documents the initial employment and subsequent changes to the employee's work status. It includes name, address, social security number, performance appraisal information, salary history, low organizational information, distribution code information, and work history of the employee. Actions include new hire information, rehire information, cost of living adjustment, promotion, reinstatement, transfer from division, performance increases, reassignment, terminations, leave without pay status, productivity increases, special adjustments, demotions, reclassifications, longevity, and other specific actions.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1986

FORMAT MANAGEMENT:

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

APPRAISAL:

This is a duplicate copy of the record that can be found in the official personnel folders of the employees. This file is used administratively by the bureau as a quick reference to personnel actions. Discussion with the bureau chief discloses that they have an administrative need for this record for one year. Previous decision: 12/13/85: 6 months/private.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1231

3

TITLE: Leave compilation card

DATES: 1985-2014.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

This is a record of employee's annual, sick, and other leave for the year. It includes the year covered by the card, the employee's name and social security number, the date of current hire, the amount of the employee's prior service with the state, whether the employee is full or part time, the employee's vacation rate and the date(s) the rate(s) went into effect, a record of the amount of leave the employee has taken during the year by pay period, indicating what type of leave was taken, when it was taken, how much leave was used, and the balance of leave remaining, the name of the timekeeper, and a signed and dated certification by the employee that the leave compilation card is correct.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1986

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 82147

3

TITLE: Leave summary report

DATES: undated.

ARRANGEMENT: None.

DESCRIPTION:

Reports which document the kind and amount of leave taken by an employee during a calendar year. After they are signed by the employee, they are maintained in the official personnel file.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to Official Personnel File.

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public The 17 data elements identified by the State Records Committee are public.

SECONDARY DESIGNATION(S):

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 7500

3

TITLE: List of eligibles

DATES: 1982-1983.

ARRANGEMENT: Alphabetical by job title, and thereunder numerical by certification number

DESCRIPTION:

This is a register of qualified applicants for a specific position developed by the Division of Personnel Management from which the agency may make a selection in accordance with designated hiring rules. It includes job title, date register established, date register cancelled, name, social security number, address, telephone number, acceptable work location, and test score for each eligible candidate, date register certified, certification number, signature of certification technician, and name of requesting agency.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1986

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1241

3

TITLE: Local Health Department's terminated personnel case files

DATES: 1977-2014.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This records the work history of previous employees of the various local health departments. It includes copies of Notice to Merit System of Personnel Action and letters of resignation. Other information includes whether the employee worked for public health, mental health, or other, the employee's name, social security number, and current job title, status, salary, grade and step and his/her new job title, status, salary, or grade and step, the proposed personnel action, the reason for the action, the date of the action, the date the employee terminated employment with the state and the reason for leaving.

RETENTION:

Retain for 56 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 54 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1241

TITLE: Local Health Department's terminated personnel case files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 7533

3

TITLE: Payroll information report

DATES: 1984-2014.

ARRANGEMENT: None

DESCRIPTION:

This record documents employee payroll exceptions, such as an employee working less than 80 hours in one pay period. This information is used by the Division of Finance to make pay adjustments. Included in this record are division/office, bureau, and low organizational number of unit submitting the report; distribution code; payroll period; employee name, social security number, grade, step, hourly/per diem employee hourly rate; number of hours worked; number of straight time hours; number of overtime hours; number of hours of leave without pay; on-call hours worked; signature of approving officer and date; and the date of audit by the payroll clerk. Some reports include requests for approval of overtime work and overtime record and compensatory time request forms.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 30 months and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). According to the bureau chief, this is the record copy of these adjustments and, as such, subject to audit. Accordingly, the retention has been lengthened. Previous decision: 12/13/85: administratively valuable/private.

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 7533

TITLE: Payroll information report

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1234

3

TITLE: Payroll preliminary earnings summary

DATES: i 1984-2014.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is a record of each employee's pay status used to reconcile the information on the computer with changes in employee's pay status to ensure that all changes are correctly recorded. It includes employee's name and number, social security number, hourly rate of pay, hours worked, balance of annual and sick leave, total hours worked, total hours not paid, and total amount earned, retirement code and life insurance code.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1986

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 6 months and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the needs expressed by the agency.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 7506

3

TITLE: Personnel case files

DATES: 1960-2014.

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

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

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 7506

TITLE: Personnel case files

(continued)

APPRAISAL:

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

This disposition is based on the administrative and legal value of the personnel record. Department policy is that when an employee leaves the department, his or her file is transferred to the Office of Human Resource Management, which handles the disposition of the record.

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1233

3

TITLE: Personnel management tracking logs

DATES: i 1959, 1978-2014.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

This is a record used to monitor work flow into bureau to ensure that all necessary actions are taken timely and to reference past actions. It includes logs divided into sections for new hires, terminations, Emergency Medical Technicians instructors, position change requests and authorizations, incentive awards, annual work program staffing plans, overtime, and retirement. Information includes the name of the affected employee, his/her division, the date the information or work received in the personnel office, the actions to be taken, the dates the necessary actions are completed, any expiration dates, and the change of position number assigned by the bureau.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 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 03/2018.

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1764

3

TITLE: Personnel policy and procedure manuals

DATES: 1982-2014.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Policies and procedures that govern the operation and administration of various programs within the organization.

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:

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

APPRAISAL:

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

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1236

3

TITLE: Personnel recruitment circulars

DATES: 1985-2014.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These are copies of vacancy announcements kept as a reference to answer potential applicants' questions concerning the qualifications for specific positions with the state. They include both personnel recruiter position openings and DPM circulars. These give the number, issue date, closing date, low organization number, distribution code, position control number, number of vacancies, job title, grade and salary range, division/office/district, bureau/section/unit, work location, job summary, minimum qualifications, measurement criteria, and the address where applications should be sent.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1986

FORMAT MANAGEMENT:

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

Microfiche master: Retain in Archives for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

Disposition based on value of vacancy descriptions in documenting recruitment to fill open positions for the state. Included are qualifications and other requirements/benefits of each position.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1239

3

TITLE: Personnel recruitment requests

DATES: 1979-1980.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are requests by Health Department divisions to have the Division of Personnel Management recruit employees for specific openings. They include date of request, name of agency requesting the position, the title and grade of the position requested, the name of the bureau requesting the position, the county or counties where the opening exists, the salary of the position, the period of recruitment, the number of openings, the reason for the recruitment, the suggested mode of examination, the name, position, and telephone number of the agency contact, the name position, and phone number of the person(s) to review the applicants' qualifications, and the date the form was prepared.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1986

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1240

3

TITLE: Personnel termination case files

DATES: 1976-2014.

ARRANGEMENT: Alphanumerical

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)

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 2 years and then transfer to State

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1240

TITLE: Personnel termination case files

(continued)

Records Center. Retain in State Records Center for 63 years and then destroy.

Microfiche master: Retain in Archives for 65 years and then destroy.

Microfiche duplicate: Retain in Archives for 65 years and then destroy.

APPRAISAL:

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

Disposition based on value of records in containing all employee records and information.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1242

3

TITLE: Personnel training and experience rating forms

DATES: 1985-2014.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

This form 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. The form includes class title and grade, date the form was prepared and by whom, the passing raw score range, the score conversion formula, the name and job title of the agency subject matter expert, what type of training is job related, how it is related, and the amount of points per year of training will be awarded the applicants, what type of work experience is job related, how it is related (either directly, generally, or marginally), and the amount of points per year of experience will be awarded the applicants, the recency factor and rationale, the maximum years of training and/or experience, and the class specification revisions.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1986

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:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 7537

3

TITLE: Position change requests and authorizations

DATES: 1983-2014.

ARRANGEMENT: none

DESCRIPTION:

These are requests to create new positions, abolish old positions, and change existing state employment positions. They include department/division name and address; requested effective date of the change; actual effective date of the change; justification for the change; position control number; the name of the immediate supervisor of each position in question; action statement; signature of the department/division director; signature of the personnel analyst; and signature of the agency budget officer.

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 value(s).
The original retention was established because the Division of Personnel Management retains this form for 5 years. The working papers are kept in the department. If a change were challenged, these documents would be necessary to demonstrate why the change was made. Therefore, these documents papers should be kept as long as DPM's copy is retained. Previous decision: 12/13/85: 6 months public.

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1235

3

TITLE: Position descriptions

DATES: 1982-2014.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is a file created for each position used to give position criteria for use in creating vacancy announcements and to answer questions of potential job applicants. It includes latest position announcement, job analysis questionnaire, subject matter expert documentation, recruitment planning questionnaire, recruitment budget approval, and a list of eligibles. Information includes job title, grade and salary range, job summary, minimum qualifications, measurement criteria, the major tasks or functions to be performed on the job, the knowledge, skills, and abilities of each task or function and the relative importance of each, the name and title and grade of the evaluator and a description of his/her duties.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or superseded and then destroy.

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 7511

3

TITLE: Posting payroll to position-control file

DATES: 1984-2014.

ARRANGEMENT: None

DESCRIPTION:

This is a report comparing each employee's pay with his/her position, used to verify that each position is in the correct cost code. It includes the report period, run date, fiscal year, department number, low organizational number, distribution number, position control number, old-total, gross pay, amount of benefits, total expense, new total, social security number, and name of employee.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 01/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until new report is received and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 82918

3

TITLE: Private vehicle usage report

DATES: 1984-2009.

ARRANGEMENT: none

DESCRIPTION:

This is a request for reimbursement of expenses for employees who travel on official business. It includes employee's name, title, social security number, account codes, reporting period, dates of travel, where employee traveled from and to, beginning and ending mileage, reason for trip, total miles for period, rate of reimbursement, amount due traveler, signature of employee, signature of reviewer, and the initials and date of initialing of the payroll clerk.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 01/1986

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 8178

3

TITLE: Reading files

DATES: 1983-2014.

ARRANGEMENT: None

DESCRIPTION:

This is a record of all memoranda and correspondence generated by the bureau. It includes names of originator and recipient, date sent, and subject matter.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 01/1986

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1237

3

TITLE: Recruitment and selection log

DATES: 1983-2014.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is a record of work received in the office in order to keep track of the work flow. It includes job position; agency; date recruitment opened and closed; type of examination required; passing raw score range; conversion formula; weight; name, ethnic group, sex, age, and handicap of accepted applicants; first and second mode; composite score; veteran's points; and final grade.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1986

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1238

3

TITLE: Recruitment closed case files

DATES: 1981-2009.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is a record of the steps taken to fill state job vacancies. It includes 1) Job announcement: gives announcement number, issue date, closing date, low organization number, distribution code, position control number, job title, grade, salary range, division/office/district, bureau/section/unit, work location, job summary, qualifications required for the job, and the measurement criteria. 2) List of qualified applicants: gives date, job title and grade, list of qualified, well qualified, and best qualified candidates and their names. 3) Job applications: gives applicant's name, address, telephone number, social security number, date and time application received in office, occupational preferences, educational level, employment history, employer, occupational licenses, references, physical disabilities, civil/criminal court involvement, military service, sex, age, race, ethnic group. 4) Job analysis: gives signature, title and grade of person completing the form, date form completed, the major tasks or functions to be performed in the job, the knowledge, skills, and abilities of each and the relative importance of each. 5) Subject matter expert documentation: gives the title and grade of the job being evaluated, date of evaluation, name, division, branch, title, and grade of the evaluator and a description of his/her duties. 6) Extension of register memorandum. 7) Record of first contact: gives list of candidates and whether they were interviewed, are no longer interested in the position, could not be reached, or broke their appointment. 8) Results of interview and conclusions: gives name of candidate, if candidate was interviewed, the result of the interview, and the reason for hiring or not hiring the candidate. 9) List of interview questions. 10) Fair Employment Check Off List, Community Based Organizations: gives the name of the organization, date letter sent to them, date they were contacted by telephone, and the results of the contact. 11) Copies of interview appointment letters and letters to rejected applicants. 12) Justification for the hiring decisions.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1996

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 1238

TITLE: Recruitment closed case files

(continued)

FORMAT MANAGEMENT:

Paper: For records beginning in 1981 through 2007. Retain in Office until position is filled and then destroy.

Paper: For records beginning in 2008 and continuing to the present. Retain in Office until record is scanned and then destroy.

Computer data files: For records beginning in 2008 and continuing to the present. Retain in Office for 4 years after position is filled and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 82920

4

TITLE: Requests for approval of overtime

DATES: i 1983-2014.

ARRANGEMENT: none

DESCRIPTION:

This document is used to request management approval to work overtime hours. Included in this record are date of request, name and signature of approving division or office director, name and signature of requesting bureau/section manager, low organizational number, distribution number, the name(s), position, title, grade and step, exempt or non-exempt status of the employee(s) working overtime, the estimated number of overtime hours to be worked by each employee, the estimated total hours, the anticipated dates of overtime, and the reason for the overtime.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 30 months and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention period was adjusted to reduce the length of time the record is kept in the office. Previous decision: 12/13/85: 3 years/private.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 82917

3

TITLE: Terminated employees personal history record

DATES: 1974-2014.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This record is a terminated employee work history compiled while employed by the Utah State Department of Health. Included in this record are date of form; employee name, address, and social security number; date hired; location of employment (division/institution/office); job title, grade, and monthly salary; employment status; marital status; date of birth; spouse name; number of dependent children; level of education completed: university attended, degree(s) received, and major and minor areas of study; ethnic group; race; previous employment by state, when and where; physical handicaps; military status; previous five year employment history including employer name, job title, salary and dates of employment. Also contains a record of changes in employee's, giving the the date of the action, class code, Personnel Identification Number, job title, grade and step, salary, job status, action taken, evaluation date, and comprehensive evaluation.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 01/1986

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This record is used by the personnel staff as a reference to inquires of former employees; retention in the office is therefore recommended. A previous retention decision concerning this record was made on 12/13/85: 1 year/private.

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 82917

TITLE: Terminated employees personal history record

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Human Resource Management and Employee Development

SERIES: 16385

3

TITLE: Time sheets/payroll

DATES: 1988-2014.

ARRANGEMENT: Chronological, thereunder alphabetical by employee surname

DESCRIPTION:

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

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, and/or fiscal value(s).
Records in this series have temporary administrative and fiscal value and may be destroyed according to the retention schedule.

PRIMARY DESIGNATION:

Public