

## Retention and Classification Report

**Agency:** Department of Public Safety. Administrative Services Division. Personnel (814)

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**Records Officer:** \_\_\_\_\_

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**AGENCY:** Department of Public Safety. Administrative Services Division. Personnel

**SERIES:** 17178

3

**TITLE:** Background investigations on non-hired personnel

**DATES:** 1983-1986.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These records document investigations into the history of individuals applying for jobs in Public Safety to determine suitability. They could include the following types of information: drivers license records; criminal involvement (BCI); reference checks; credit checks; a copy of the individual's birth certificate, photograph, social security card, and their high school diploma; and interviews with neighbors, spouses, acquaintances, and current/former employers. They may also include medical and psychological evaluations, polygraph tests, and verification of Peace Officer Certification.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This investigation is done on all persons applying for work with Public Safety. They are maintained separate from all other information collected, receive special protection, and are stamped "Confidential" when received.

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Department of Public Safety. Administrative Services Division. Personnel

**SERIES:** 81563

3

**TITLE:** Bi-weekly time sheets

**DATES:** 1980-1986.

**ARRANGEMENT:** none

**DESCRIPTION:**

This time sheet is utilized by all of the Department of Public Safety. It includes division/bureau, payroll period, year and low organization number. Also included are codes that relate to various types of leave taken, employee name, and certification or authorized signature for leave taken. A copy of the time sheet remains in the file of the area supervisor.

**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 3 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Public Safety. Administrative Services Division. Personnel

**SERIES:** 80791

3

**TITLE:** Confidential employee files

**DATES:** 1984-1986.

**ARRANGEMENT:** Alphabetical by employee surname

**DESCRIPTION:**

These records contain certain documents from the recruitment and testing portion of the employment process. They document background information about employees and are referenced when a problem comes up regarding an individual. Data gleaned from cross-referencing current employee problems with aspects of their background may affect future hiring policy. Additional data may be added at a later point in time. These files are maintained separately from the individual's regular personnel file. Most of the documents in these files come from Recruitment and testing files, series 80766 (specifically personal history statements). Also included are polygraph results and Background investigations (series 17178), which are transferred into this file upon hire.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1994

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 1 year or until updated and then delete.

**APPRAISAL:**

These records have administrative value(s).

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

**AGENCY:** Department of Public Safety. Administrative Services Division. Personnel

**SERIES:** 80791

**TITLE:** Confidential employee files

(continued)

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Department of Public Safety. Administrative Services Division. Personnel

**SERIES:** 10691

3

**TITLE:** Drug testing reports

**DATES:** 1992.

**ARRANGEMENT:** Numerical by social security number

**DESCRIPTION:**

These are reports from medical offices which have performed pre-employment drug tests on applicants for Department of Public Safety jobs. Applicants are subject to drug tests according to Utah Administrative Code R477-15-1(1)(c) (1992). Information includes applicant's name and social security number, test results, name and address of the facility performing the test, name and address of the Department of Human Resources Management official to whom the original copy of the form is sent, and name and signature of the person performing the test. Those persons who are hired have this information transferred into the Confidential employee files, series 80791.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1994

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Public Safety. Administrative Services Division. Personnel

**SERIES:** 80761

3

**TITLE:** Final time summary report

**DATES:** 1984-1986.

**ARRANGEMENT:** Numerical by report number

**DESCRIPTION:**

These reports list regular and overtime hours paid to employees.

They also include all other earnings and the labor distributions.

**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 3 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Public Safety. Administrative Services Division. Personnel

**SERIES:** 10692

3

**TITLE:** Hepatitis-B/HIV testing files

**DATES:** 1991.

**ARRANGEMENT:** Numerical by control number

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

These records are maintained to provide documentation of the presence or absence of Hepatitis-B and Human Immunodeficiency Virus (HIV) in newly hired employees. This allows Public Safety the ability to protect themselves from potential employee claims to workmen's compensation, should an employee contract HIV or Hepatitis-B during employment with the department. The records contain only a departmentally assigned control number and the test results.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 30 years after termination of employee and then destroy.

**APPRAISAL:**

These records have legal value(s).

This disposition is based on 29 CFR 1910.20 (1990), which states that an employer must maintain records of exposure to health risks for 30 years.

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Public Safety. Administrative Services Division. Personnel

**SERIES:** 83008

1

**TITLE:** Medical and psychological examination reports

**DATES:** 1980-1986.

**ARRANGEMENT:** Alphabetical by employee surname

**DESCRIPTION:**

This report is a complete medical check and profile required at regular intervals by the Utah Highway Patrol for each of its employees. Information includes grade and position of trooper, identification number, purpose and date of examination, agency, organization unit, time in present capacity, examining facility and/or examiner, and address of facility performing examination. Also includes clinical evaluation check list, description area of any abnormalities discovered, and all laboratory findings and test results.

**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 termination of employee and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Public Safety. Administrative Services Division. Personnel

**SERIES:** 10252

3

**TITLE:** Personnel records

**DATES:** 1960-1986.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

Complete work history of individual while employed by the State.  
Refer to UCA 67-18-1, et seq. When an employee transfers to another state agency, the official personnel file must be sent to the new agency.

**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 5 years after separation of employee and then transfer to State Records Center. Retain in State Records Center for 60 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
Records kept on employees for complete work history and verification of benefits. These records are kept for 65 years after separation or death of employee and then destroyed.

**AGENCY:** Department of Public Safety. Administrative Services Division. Personnel

**SERIES:** 10252

**TITLE:** Personnel records

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Public Safety. Administrative Services Division. Personnel

**SERIES:** 80790

1

**TITLE:** Position change requests and authorizations

**DATES:** 1985-1986.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These documents are used to create new positions, abolish old ones and change existing state employment positions. Common name DPM 9.

**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 3 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2015.

**AGENCY:** Department of Public Safety. Administrative Services Division. Personnel

**SERIES:** 80763

3

**TITLE:** Position description questionnaire

**DATES:** 1985-1986.

**ARRANGEMENT:** Alphabetical by job title

**DESCRIPTION:**

Files describing established positions including information on title on series, grade, duties and responsibilities. This file includes name, current class title and pay grade, working title, name and title of supervisor, department, work address, division, purpose of position, a description of duties, and general description and explanation of responsibilities and functions.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Public Safety. Administrative Services Division. Personnel

**SERIES:** 80766

3

**TITLE:** Recruitment and testing files

**DATES:** 1983-1986.

**ARRANGEMENT:** None

**DESCRIPTION:**

These records are maintained by the Personnel Bureau of Administrative Services Division to support evaluation of applicants for Public Safety jobs. Information may include the applicant's state application; an application for examination; test results for written, oral, and physical tests; personal history statements; personal history questionnaire and responses; polygraph test results; psychological evaluation results; and medical reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

This information may be used in determining proper recruitment practices and decision making.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. Any medical, psychological, or psychiatric information which conforms to the definition in UCA 63G-2-304 (1991).

Protected. All test questions.

**AGENCY:** Department of Public Safety. Administrative Services Division. Personnel

**SERIES:** 83050

1

**TITLE:** Request for transfer

**DATES:** 1985-1986.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

This form documents a request by an employee to be transferred to another area within the Utah Highway Patrol. Information includes requester's name, badge number, date of hire, position desired, and the signature of the employee. Also includes personnel areas such as last performance rating, whether the transfer has been reviewed by the transfer review board, seniority within the department, approval or denial of the request, and the signature of the department personnel officer. A copy of the request is retained in the individual's personnel file.

**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 or 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 06/2015.

**AGENCY:** Department of Public Safety. Administrative Services Division. Personnel

**SERIES:** 80762

1

**TITLE:** Requests for approval of overtime

**DATES:** 1984-1986.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The purpose of this form is to document any overtime pay to law enforcement officers employed by the Department of Public Safety. Approval is required by Personnel Management and the Fair Labor Standards Act.

**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 destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Public Safety. Administrative Services Division. Personnel

**SERIES:** 80764

3

**TITLE:** Time sheets

**DATES:** 1985-1986.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This form specifically tracks work and leave taken. It includes hours worked, leave, payroll period, year, division and bureau, supervisors signature. Leave slips are also included with this form.

**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 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Is used exclusively to document leave and hours worked. Is subjected to federal audit since some of the pay is provided from federal funds.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.