

## Retention and Classification Report

**Agency:** Department of Human Services. Division of Youth Corrections. Region 3 (1604)

120 N 200 W, Suite 419  
Salt Lake City, UT 84103

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

17444	*Leave adjustment reports
24915	*Non-substantive correspondence
17443	*Personnel files for permanent employees
24916	*Substantive correspondence
25026	*Telephone bills
17445	*Time and attendance reports

**AGENCY:** Department of Human Services. Division of Youth Corrections. Region 3

**SERIES:** 17444

3

**TITLE:** Leave adjustment reports

**DATES:** 1970-2005.

**ARRANGEMENT:** Alphabetical by employee surname

**DESCRIPTION:**

Shows all leave adjustments made during a pay period. Shows category of adjustment, the amount, social security number and employee name.

**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.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Human Services. Division of Youth Corrections. Region 3

**SERIES:** 24915

1

**TITLE:** Non-substantive correspondence

**DATES:** 1970-2005.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

Business-related correspondence that is routine or transitory in nature and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case 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 until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Human Services. Division of Youth Corrections. Region 3

**SERIES:** 17443

3

**TITLE:** Personnel files for permanent employees

**DATES:** 1970-2003.

**ARRANGEMENT:** Alphabetical by employee 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. 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:** 08-29-2018

**FORMAT MANAGEMENT:**

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

**AGENCY:** Department of Human Services. Division of Youth Corrections. Region 3

**SERIES:** 17443

**TITLE:** Personnel files for permanent employees

(continued)

**APPRAISAL:**

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

These records contain the complete work history of an individual (excluding medical/psychological information) while employed by the state and have legal value as they serve as documentation to verify employment and/or eligibility for benefits for the employee or for any heirs as a result of such employment.

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Human Services. Division of Youth Corrections. Region 3

**SERIES:** 24916

1

**TITLE:** Substantive correspondence

**DATES:** 1970-2005.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

Business-related correspondence that is routine or transitory in nature and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case 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 3 years or until administrative need ends, whichever is shorter, and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Division of Youth Corrections. Region 3

**SERIES:** 25026

1

**TITLE:** Telephone bills

**DATES:** 1999-2005.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Bills which document calls made from state offices and state cellular phones. Bills also include the number called and the length, time, and date of phone call.

**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, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Division of Youth Corrections. Region 3

**SERIES:** 17445

3

**TITLE:** Time and attendance reports

**DATES:** 1970-2005.

**ARRANGEMENT:** 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 3 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.