

# Retention and Classification Report

**Agency:** Tooele County (Utah). County Commission. Bureau of Personnel (1801)

Tooele County Admin Bldg  
47 South Main Street  
Tooele, UT 84074

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

05606 Personnel files

**AGENCY:** Tooele County (Utah). County Commission. Bureau of Personnel

**SERIES:** 5606

3

**TITLE:** Personnel files

**DATES:** i [ca. 1960]-

**ARRANGEMENT:** Chronological, thereunder alphabetical by employee's name.

**DESCRIPTION:**

These files are the official employment files for all county employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

**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 1 year after termination and then transfer to State Records Center. Retain in State Records Center for 64 years or until 3 years after retirement or death and then destroy.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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