

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)