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: _____

05462	*Comprehensive employment training act (CETA) personnel files
05465	*Leave accounting forms
05606	Personnel files

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

SERIES: 5462 3
TITLE: Comprehensive employment training act (CETA) personnel files
DATES: 1979-1981.
ARRANGEMENT: Alphabetical by name of employee
TOTAL VOLUME: 1.00 cubic foot.
DESCRIPTION:

These personnel files are for employees hired with CETA funds, a federally funded program, but never added to Tooele County's permanent payroll. They are used to document the employment of CETA employees and for reference purposes. These files include employment applications, leave forms, payroll change notice, Utah State Retirement refund application, W-4 forms, copies of insurance forms, results of typing tests, and performance reviews.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after from date of enrollment from program and then destroy.

APPRAISAL:

These records have legal value(s).

This disposition is based solely on the federal requirements expressed in 20 CFR 678 (1989) which provide that , "each recipient shall maintain a record of each participant's participation in a CETA program, including dates of entry and termination in each activity; and shall retain such records for each participant for a period of five years from the date of enrollment into the program" (20 CFR 676.35 (1990)). These files are obsolete and should be destroyed.

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

SERIES: 5465 3
TITLE: Leave accounting forms
DATES: 1979-1984.
ARRANGEMENT: Chronological, thereunder alphabetical by county office
TOTAL VOLUME: 1.00 cubic foot.
DESCRIPTION:

These obsolete handwritten forms were used to document the amount of sick leave and vacation time earned by Tooele County employees. The forms include name of employee, department, date hired, month, date, amount of sick leave and vacation time earned, vacation carried over, sick leave carried over, and amount of sick leave converted. In 1984, these forms were replaced with a new computerized system.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

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 office. These records are obsolete and should be destroyed.

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: 08-29-2018

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)