

## Retention and Classification Report

**Agency:** Park City Fire Service District (Utah) (2124)

P.O. Box 980010  
736 West Bitner Road  
Park City, UT 84068  
435-940-2500

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

28747      Employment history records

**AGENCY:** Park City Fire Service District (Utah)

**SERIES:** 28747

3

**TITLE:** Employment history records

**DATES:** 1952-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

These records support the agency's administrative function to document the hiring and employment of current and former employees. Information includes all records necessary to calculate benefits and may include final disciplinary actions or grievances.

**RETENTION:**

Retain for 65 year(s)

**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 30 years and then transfer to State Records Center. Retain in State Records Center for 35 years and then destroy.

**APPRAISAL:**

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

These records are of legal value as expressed in Utah Code 49-11-602(2014)).

**AGENCY:** Park City Fire Service District (Utah)

**SERIES:** 28747

**TITLE:** Employment history records

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(g),(2)(a)(2015)

**SECONDARY DESIGNATION(S):**

Public