

Retention and Classification Report

Agency: Ogden (Utah). Human Resources Department (2822)

2484 Washington Blvd.
Ogden, UT 84401-3219

Records Officer: _____

20355	Court ordered community service files
20356	Eligibility register
20357	Employee history card
20359	Employment application not hired
20358	Employment applications
20360	Employment eligibility records (I-9)
20361	Interview records
20362	Job title files
84898	Personnel files
20363	Position survey files
20364	Pre-employment health records
20365	Promotional tests
20366	Salary surveys
20367	Teaching aids training record
20368	Temporary employees personnel files

AGENCY: Ogden (Utah). Human Resources Department

SERIES: 20355

1

TITLE: Court ordered community service files

DATES: ca. 1959-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files document participation in court ordered community service projects. A district, circuit, or juvenile court may order the completion of a specific number of hours of community service in lieu of a jail term or payment of a fine. The files include an introduction form from the court which contains name, number of hours of community service ordered to perform, by what date, and any expectations; a copy of the court order; and a time sheet showing how many hours have been completed. The court having jurisdiction of the case retains the record copy of these records.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

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 after completion of community service and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). Human Resources Department

SERIES: 20356

3

TITLE: Eligibility register

DATES: ca. 1959-

ARRANGEMENT: Chronological

DESCRIPTION:

This a a register of persons identified as qualified (eligible) to fill specific municipal positions. The municipality hires from this register.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after expiration of eligibility and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Ogden (Utah). Human Resources Department

SERIES: 20357

3

TITLE: Employee history card

DATES: ca. 1959-

ARRANGEMENT: Alphabetical by employee name

DESCRIPTION:

These cards provide a summary of individual employee municipal employment. They are used exclusively for easy reference. The cards include the employee's name, date service began, social security number, birth date, health certificates and dates, work experience, salaries, and special assignments.

RETENTION:

Retain for 7 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 7 years after separation or until 2 years after retirement and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Ogden (Utah). Human Resources Department

SERIES: 20359

3

TITLE: Employment application not hired

DATES: ca. 1959-

ARRANGEMENT: Chronological

DESCRIPTION:

These are application forms completed by persons seeking municipal employment who were not hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after application deadline and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Ogden (Utah). Human Resources Department

SERIES: 20358

3

TITLE: Employment applications

DATES: ca. 1959-

ARRANGEMENT: Alphabetical by applicant's name.

DESCRIPTION:

These are application forms completed by persons seeking municipal employment who were subsequently hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references. This should be filed in the Personnel file.

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 until transferred to personnel file.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Ogden (Utah). Human Resources Department

SERIES: 20360

3

TITLE: Employment eligibility records (I-9)

DATES: 1986-

ARRANGEMENT: Chronological, thereunder alphabetical by employee's name

DESCRIPTION:

This form is required by the U.S. Immigration and Naturalization Service to be completed by all employers when hiring, when recruiting for a fee, or when continuing to employ individuals in accordance with 8 CFR 274a.2 (1993)). It is used to verify the prospective employee is a U.S. citizen, resident alien, or legal immigrant eligible to be hired in the United States.

RETENTION:

Retain for 3 year(s) or until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Verification of employment eligibility, GRS-1970.

AUTHORIZED: 08-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after date of hire or until 1 year after termination date whichever is longer and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Ogden (Utah). Human Resources Department

SERIES: 20361

3

TITLE: Interview records

DATES: ca. 1959-

ARRANGEMENT: Alphabetical by job title

DESCRIPTION:

These are records described in 29 CFR 1602.14 (1992) relating to interviews with prospective employees. They include correspondence, reports, lists of questions, notes, and test scores.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after hiring decision is made and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Ogden (Utah). Human Resources Department

SERIES: 20362

3

TITLE: Job title files

DATES: ca. 1959-

ARRANGEMENT: Alphabetical by job title

DESCRIPTION:

These files contain a listing of all current municipal job openings with job descriptions.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). Human Resources Department

SERIES: 84898

4

TITLE: Personnel files

DATES: 1959-

ARRANGEMENT: Alphabetical by employee surname

DESCRIPTION:

A file maintained by the city personnel office is created for each employee upon hire. The file is retained and updated throughout the term of employment. Files may contain a W4; employment applications; requests for employment from Job Service; action notices for hire or termination; any correspondence between employee and employer regarding employment.

RETENTION:

Retain for 30 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 30 years after separation of employee or 3 years after retirement and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Ogden (Utah). Human Resources Department

SERIES: 20363

3

TITLE: Position survey files

DATES: ca. 1959-

ARRANGEMENT: Chronological

DESCRIPTION:

These are survey reports on various positions prepared by classification specialists determining accuracy of position description, grade, and salary. They may also include periodic reports.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until position is resurveyed, whichever occurs first and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). Human Resources Department

SERIES: 20364

3

TITLE: Pre-employment health records

DATES: ca. 1959-

ARRANGEMENT: Alphabetical by employee name

DESCRIPTION:

These health records document pre-employment physicals for municipal positions which provide the baseline health data on municipal employees who qualified for the specific positions, particularly for police department and fire department positions. These records are used to limit liability in deployment of workers, to establish the health status of potential workers, and to limit the effect of occupational related diseases and conditions that might limit an employee's ability to perform assigned duties. These records include chest and back x-rays, hypertension screenings, blood series, and medical histories.

RETENTION:

Retain for 3 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee health and medical records, GRS-1968.

AUTHORIZED: 11-24-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after end of employment and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Ogden (Utah). Human Resources Department

SERIES: 20365

3

TITLE: Promotional tests

DATES: ca. 1959-

ARRANGEMENT: Alphabetical by employee name

DESCRIPTION:

These are tests taken by municipal employees to determine eligibility for promotion. They include the actual tests, answer keys, individual test scores, and the results from oral interviews.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Promotional tests, GRS-923.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

PRIMARY DESIGNATION:

Protected

SECONDARY DESIGNATION(S):

Private. name and score

AGENCY: Ogden (Utah). Human Resources Department

SERIES: 20366

3

TITLE: Salary surveys

DATES: ca. 1959-

ARRANGEMENT: Chronological

DESCRIPTION:

These are salary survey reports on various municipal positions. They are used to compare salary ranges, benefits, education, and required experience. They include positions, grades, salaries, benefits, education, and experience.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Position analysis records, GRS-167.

AUTHORIZED: 07-02-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: Ogden (Utah). Human Resources Department

SERIES: 20367

1

TITLE: Teaching aids training record

DATES: ca. 1959-

ARRANGEMENT: Alphabetical by topic, thereunder chronological

DESCRIPTION:

These are records of teaching aids which include manuals, syllabi, textbooks, and other training aids developed by the agency.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

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 obsolete or superseded and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). Human Resources Department

SERIES: 20368

1

TITLE: Temporary employees personnel files

DATES: ca. 1959-

ARRANGEMENT: Alphabetical by employee name

DESCRIPTION:

These are files maintained on temporary employees who were not provided benefits by the municipality. They include copies of correspondence and employment forms. They do not include personnel records created for specific federal programs.

RETENTION:

Retain for 1 year(s) after separation

DISPOSITION:

Destroy.

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 after separation and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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