

Retention and Classification Report

Agency: Department of Workforce Services.\$bMountainlands Regional Administration
(2845)
Department of Workforce Services
150 East Center Street #4200
Provo, UT 84606
801-374-7865

Records Officer: _____

24980 *Personnel files

AGENCY: Department of Workforce Services. Mountainland Region

SERIES: 24980

3

TITLE: Personnel files

DATES: 1990-2000.

ARRANGEMENT: Alphabetical by last name.

TOTAL VOLUME: 13.00 cubic feet.

DESCRIPTION:

Complete history of individual while employed by the State (Workforce Services). Contains information on performance evaluations, performance plans, positions descriptions, career mobility agreements, insurance benefits notification, overtime agreements, copy of social security card, employment eligibility verification, notice of personnel action, human resource profile/events, termination forms, and retirement/deferred compensation plan notification. May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of recommendation, leave records, health records, and leave adjustments reports. These files contain previous employment records of employee who worked for OFS, JTPA, Job Service, Turning point, and Office of child Care.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 62 years and then destroy.

AGENCY: Department of Workforce Services. Mountainland Region

SERIES: 24980

TITLE: Personnel files

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY DESIGNATION(S):

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