

Retention and Classification Report

Agency: Department of Human Services. Division of Services for People with Disabilities.
Western Region (3045)
195 North 1950 West
Salt Lake City, UT 84116
(801)538-3991

Records Officer: _____

24121 *Personnel records

AGENCY: Department of Human Services. Division of Services for People with Disabilities. Western Region

SERIES: 24121

3

TITLE: Personnel records

DATES: 1987-2003.

ARRANGEMENT: Alphabetical by last name

DESCRIPTION:

Personnel records of Division of Services for People with Disabilities (DSPD) employees. Information includes social security number, driver's license number, occupational license, birth information, education history, salary, job classification and description, bank account information, medical information, employment history, marital status, fingerprints, Bureau of Criminal Identification (BCI) background check information, race or ethnic group information, address, gender, tax information, and telephone number.

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 3 years after after separation of employee and then transfer to State Records Center. Retain in State Records Center for 62 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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(continued)

PRIMARY DESIGNATION:

Private

UCA 63G-2-302(2008).