

## Retention and Classification Report

**Agency:** St. George (Utah). Mayor (3061)

175 East 200 North  
St. George, UT 84770  
(435)627-4001

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

26559    \*Flex benefits enrollment forms

**AGENCY:** St. George (Utah). Mayor

**SERIES:** 26559

3

**TITLE:** Flex benefits enrollment forms

**DATES:** 1987.

**ARRANGEMENT:** Alphabetically by employee surname

**DESCRIPTION:**

These forms were created by the city to assist employees in determining how to spend their flex dollars for insurance. They are used by Payroll to determine how much should be deducted from paychecks and by Human Resources to determine which insurance plan to enroll an employee. Information on the forms includes name, address, social security number, phone number, amount of city's bi-weekly contributions to medical reimbursement account, contributions to dependent care reimbursement account, contributions to 401 or 457 accounts, life insurance, signature and date.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2022.