Retention and Classification Report

Agency: Clearfield (Utah). Administration Division (3075)

55 S. State Street
Clearfield, UT 84015
801 525 2700

Records Officer: _____

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AGENCY: Clearfield (Utah). Administration Division

SERIES: 25678 1
TITLE: Applicant ID records
DATES: unknown
ARRANGEMENT: Alphabetical by job title
DESCRIPTION:

The purpose of this form is to provide Clearfield City Corporation with the necessary information for its Affirmative Action Program, referral, sex, ethnic origin, and disabilities. The information will be kept in a confidential file separate from the application.

RETENTION:

Retain for 2 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 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23177 1
TITLE: Computer work order log
DATES: 1999-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures.

RETENTION:

Retain for 3 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 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23178 1

TITLE: Computer work orders

DATES: 1999-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures.

RETENTION:

Retain for 3 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 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23187 1
TITLE: Employee training files
DATES: 1970-
ARRANGEMENT: Alphabetical by last name, thereunder chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files document course availability and municipal employee participation in training programs sponsored by the municipality, other government agencies, and non-governmental institutions. They include correspondence, reports, participant lists, and other items. The actual training certificates and transcripts are filed in individual personnel files.

RETENTION:

Retain for 6 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 6 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23188 3
TITLE: Employment applications (not hired)
DATES: 1970-
ARRANGEMENT: Chronological by year, thereunder alphabetical by position applied for
ANNUAL ACCUMULATION: 0.10 cubic feet.
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) after resolution of issue

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.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)(f)(2008).

AGENCY: Clearfield (Utah). Administration Division

SERIES: 25723 1
TITLE: Equal Employment Opportunity Program files
DATES: 1995-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These files document the adoption and administration of municipal affirmative action programs under the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972. The files include program correspondence, program plans, reports, and may include anti-discrimination committee meeting records and reports.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 25724 1
TITLE: Equal Employment Opportunity Reports
DATES: unknown
ARRANGEMENT: Chronological by every other year
DESCRIPTION:

These reports are required to be filed with the Equal Employment Opportunity Commission in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA). They include statistical information on employees hired, rehired, and terminated. They are filed with the EEOC every other year.

RETENTION:

Retain for 3 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 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 26367 3
TITLE: Evaluations
DATES: unknown
ARRANGEMENT: Alphabetical by name, thereunder chronological by year
DESCRIPTION:

These are performance-related records pertaining to summary performance appraisal, including appraisals and job element standards upon which they are based; and any supporting documentation.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Performance plans and evaluations, GRS-1966.

AUTHORIZED: 06-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23186 3
TITLE: Garnishment records
DATES: 1970-
ARRANGEMENT: Chronological by year, thereunder alphabetical by last name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are records of garnishments or levies for debts owed by employees which are attached to employees' earnings.

RETENTION:

Retain for 3 year(s) after resolution of issue

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 after end of garnishment and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)(f)(2008); UCA 63G-2-302 (2)(b)(2008).

AGENCY: Clearfield (Utah). Administration Division

SERIES: 26144 3
TITLE: ICMA and URS records
DATES: 1980-
ARRANGEMENT: Alphabetical by name.
DESCRIPTION:

These are reports and register control documents relating to an employee's retirement. They also include 401 account records and reports.

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 value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23185 3
TITLE: Insurance deduction files
DATES: 1970-
ARRANGEMENT: Chronological by year, thereunder alphabetical by vendor name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are reports and related papers including copies of vouchers and payment schedules pertaining to insurance deductions.

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 legal value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)(f)(2008).

AGENCY: Clearfield (Utah). Administration Division

SERIES: 25677 3
TITLE: Job postings
DATES: Unknown
ARRANGEMENT: Alphabetical by job title
DESCRIPTION:

THESE FILES CONTAIN EACH JOB OPENING WITH OPENING AND CLOSING DATES, WAGE INFORMATION, JOB REQUIREMENTS, AND JOB RESPONSIBILITIES.

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 Administrative need ends and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23191 3
TITLE: Leave data files
DATES: 1970-
ARRANGEMENT: Numerical by department code, thereunder alphabetical by employee name
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These files contain compilations of leave earned and taken.
Includes the annual leave compilation card.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 26145 3
TITLE: Payables
DATES: 1980-
ARRANGEMENT: Chronological by year, thereunder Alphabetical by vendor name.
DESCRIPTION:

These registers record, by department code, amounts deducted from employees' payroll checks. They are used for reference of other miscellaneous deductions.

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).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23194 3
TITLE: Payroll register
DATES: 1970-
ARRANGEMENT: Chronological by year, thereunder chronological by pay period
DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy provided employee earning file is transferred to personnel file.

APPRAISAL:

These records have administrative value(s).

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23194
TITLE: Payroll register

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23182 3
TITLE: Personnel files
DATES: 1970-
ARRANGEMENT: Separated by current and terminated status, thereunder alphabetical by last name
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These files are the official employment files for municipal employees. They contain the employee's complete work history (excluding psychological information), which includes the following: employment application, employment eligibility certification records, Form I-9 and other documents required by the U.S. Citizenship and Immigration Services, overtime agreements, personnel actions, letters of appreciation or commendation, separation and leave without pay records, employee benefit notification forms, retirement accounts information, copies of transcripts, training certifications, and copies of any other documents that may affect the employee's salary.

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 65 years after date of employment and then destroy.

APPRAISAL:

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

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23182
TITLE: Personnel files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)(f)(2008); UCA 63G-2-302 (2)(a)(2008)

SECONDARY DESIGNATION(S):

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23184 3
TITLE: Personnel requisition and analysis files
DATES: 1970-
ARRANGEMENT: Chronological by year, thereunder alphabetical by position
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

These forms are used by municipal departments to fill vacant positions and to request new positions. The forms include position title, whether exempt or nonexempt, grade, step, classification, part or full-time, replacement or new position, reasons for replacement, requesting department, whether municipal employees will be considered for position, educational requirements, specialized training and experience required, and a section to be completed if requesting new positions (special functions, how those functions are currently being performed, why position is required, and signature of department head or elected official).

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.

APPRAISAL:

These records have administrative value(s).

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23184
TITLE: Personnel requisition and analysis files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23176 3
TITLE: Position description files
DATES: 1995-
ARRANGEMENT: by department
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These files describe established positions including information on title, grade, duties, and agency responsibilities.

RETENTION:

Retain for 2 year(s) after final action

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 position is abolished or description is superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 25721 3
TITLE: Pre-Employment tests
DATES: unknown
ARRANGEMENT: Alphabetical by job title, thereunder chronological by date of opening
DESCRIPTION:

These examinations are required of applicants for specific municipal positions. They include date, position tested for, employee name, social security number, the actual test questions and applicant's answers, and 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 and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23183 3
TITLE: Pre-employment health records
DATES: 1970-
ARRANGEMENT: Alphabetical by last name
ANNUAL ACCUMULATION: 0.10 cubic feet.
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. For pre-employment drug tests both positive and negative see Municipal General Schedule section 9 item 41 and 42.

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.

APPRAISAL:

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

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23183
TITLE: Pre-employment health records

(continued)

PRIMARY DESIGNATION:

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

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23189 3
TITLE: Quarterly wage list reports
DATES: 1970-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are reports submitted quarterly to the State Department of Employment Security. They include the quarterly wage list (the name and address of employer, registration number, quarter ending date, employee social security number, name of employee, hire date of new employees, and total wages for quarter, the reimbursable employment, payrolls, and new hires report form (name and address of organization, non-insured workers, individual amount for the first, second, third and fourth quarters, insured workers' names; telephone number, and department of person completing form)).

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).

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23189
TITLE: Quarterly wage list reports

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)(f)(2008).

AGENCY: Clearfield (Utah). Administration Division

SERIES: 26449 1
TITLE: Random drug testing documentation
DATES: 2007-
ARRANGEMENT: Chronological by month
DESCRIPTION:

Started Random Drug testing in addition to pre-employment and post-accident screening. Third party company to choose and administer the random testing. According to the City Policy manual these record must be kept for 2 years. (Not drug test results - see UT state series 9-41 and 9-42). List of employee names, documents relating to the random selection process, documentation and agenda of training provided to supervisors to make a determination concerning the need for alcohol and/or drug testing based on reasonable suspicion.

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 and then destroy.

Computer data files: Retain in Office for 1 year and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Clearfield (Utah). Administration Division

SERIES: 26449
TITLE: Random drug testing documentation

(continued)

SECONDARY DESIGNATION(S):

Controlled

AGENCY: Clearfield (Utah). Administration Division

SERIES: 24685 3
TITLE: RDA Real Estate Acquisition Files
DATES: 1990-
ARRANGEMENT: Chronological by year, thereunder alphabetical by subject
DESCRIPTION:

see page 101 for description

RETENTION:

Retain for 7 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after unconditional sale of property and then destroy.

APPRAISAL:

These records have administrative value(s).

Adminisrative

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

AGENCY: Clearfield (Utah). Administration Division

SERIES: 24810 3
TITLE: Real estate acquisition files
DATES: 1990-
ARRANGEMENT: Chronogical by year, therunder alphabetical by subject
DESCRIPTION:

These records document the purchase of real property by the municipality. They include the contract and related correspondence.

RETENTION:

Retain for 7 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after unconditional sale of property and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23190 3
TITLE: Salary surveys
DATES: 1970-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
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.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23193 3
TITLE: Taxable wage earning reports
DATES: 1970-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These files contain records on individual employee income taxes. Includes returns filed for income taxes such as IRS Form W-2, reports on withheld federal taxes such as IRS Form W-3 with related papers, and reports relating to income and social security taxes.

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 value(s).

PRIMARY DESIGNATION:

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

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23192 3
TITLE: Time sheets
DATES: 1970-
ARRANGEMENT: Numerical by department code, thereunder alphabetical by last name
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(f)(2008).

AGENCY: Clearfield (Utah). Administration Division

SERIES: 23175 3
TITLE: Workers' Compensation claim files
DATES: 1995-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

These are files containing claims for on-the-job injuries or job related disabilities under the Workers' Compensation Act (Title 34, Chapter 9). A report is filed with the Utah Industrial Commission.

RETENTION:

Retain for 75 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Worker's compensation case files, GRS-1938.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 75 years after final settlement and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (3)(b)(ii)(2008); UCA 63G-2-302 (1)(f)(2008)