

Retention and Classification Report

Agency: Cache Valley Transit District (Utah) (3318)

754 West 600 North
Logan, UT 84321
435-752-2877

Records Officer: _____

31160 Employee files

AGENCY: Cache Valley Transit District (Utah)

SERIES: 31160

3

TITLE: Employee files

DATES: 1992-

ARRANGEMENT: Alphabetical by employee name

DESCRIPTION:

These records are used to document and track essential job-related information about an employee, serving as a record for performance evaluations, legal matters, and compliance with regulations. Employment history documents the application, hiring, cumulative salary, and employment with a governmental entity of all personnel, including all records necessary to calculate benefits. Information may include employee details, department and position information, earnings, deductions, and other records. Final actions taken as a result of disciplinary action are included.

RETENTION:

Retain for 65 year(s) after date of hire

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office until date of hire and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

Computer data files: Retain in Office for 65 years after date of hire and then delete.

APPRAISAL:

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

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SERIES: 31160

TITLE: Employee files

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(a,g,i,x) and (2)(a,b,d) (2024)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(25) (2024)

Public. Utah Code 63G-2-301(2)(b) (2020)