

# Retention and Classification Report

**Agency:** Canyonlands Healthcare Special Service District (Utah) (3389)

285 South 400 East  
Suite 210  
Moab, UT 84532  
435-719-3500

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

30115      Terminated employee personnel files

**AGENCY:** Canyonlands Healthcare Special Service District (Utah)

**SERIES:** 30115

3

**TITLE:** Terminated employee personnel files

**DATES:** 2017-

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

These are the personnel files of those people who had been terminated by the agency. Records may include applications, wage history, performance plans, and disciplinary actions.

**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 4 years and then transfer to State Records Center. Retain in State Records Center for 61 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(25) (2021)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2021.