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: 01-26-2023

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.