

## Retention and Classification Report

**Agency:** American Preparatory Academy (Utah). Salem Campus (3440)

1195 South Elk Ridge Drive  
Salem, UT 84653  
801-465-4434

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

30475      Employment history records

**AGENCY:** American Preparatory Academy (Utah). Salem Campus

**SERIES:** 30475

3

**TITLE:** Employment history records

**DATES:** 2003-

**ARRANGEMENT:** Chronological by year, then alphabetical

**DESCRIPTION:**

Employment history records document current and previous employees of American Preparatory Academy. The records are created when employees are hired, and updated as needed. The records may contain employee details such as name, address, and contact information, as well as employment details such as department and position information, earnings, deductions, and other related information.

**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 for 5 years after date of hire and then transfer to State Records Center. Retain in State Records Center for 60 years and then destroy.

Computer data files: Retain in Office for 5 years after date of hire and then transfer to State Records Center. Retain in State Records Center for 60 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

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(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(g)(2022)

**SECONDARY DESIGNATION(S):**

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