

Retention and Classification Report

Agency: Ranches Academy (Utah) (3458)

7789 Tawny Owl Circle
Eagle Mountain, UT 84043
801-789-4000

Records Officer: _____

29327 *Personnel Files

AGENCY: Ranches Academy (Utah)

SERIES: 29327

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TITLE: Personnel Files

DATES: 2004-2017.

ARRANGEMENT: Alphabetical by last name.

DESCRIPTION:

These are personnel files for all school employees. They are used to document employment. The files include the employment applications, employee history, work performance, evaluation records, teaching certificates, state licensure, background checks, and related records.

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 5 years and then transfer to State Records Center. Retain in State Records Center for 60 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public

Public

Public