

Retention and Classification Report

Agency: Washington County (Utah). Human Resources Department (3555)

Administrative Building
197 East Tabernacle Street
St. George, UT 84770
435-652-5878

Records Officer: _____

27366	Interview records
27584	Terminated personnel files

AGENCY: Washington County (Utah). Human Resources Department

SERIES: 27366

3

TITLE: Interview records

DATES: 1998-

ARRANGEMENT: Chronological by year and month and thereunder alphabetical by job title

DESCRIPTION:

These are records relating to interviews with prospective employees and described in 29 CFR 1602.14 (2012). They include correspondence, reports, lists of questions, notes, and test scores.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

APPRAISAL:

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

AGENCY: Washington County (Utah). Human Resources Department

SERIES: 27584

3

TITLE: Terminated personnel files

DATES: 1962-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These files are the official employment files for all county employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION:

Retain for 100 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2004

FORMAT MANAGEMENT:

Microfilm master: For records beginning in 1962 and continuing to the present. Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 99 years and then destroy.

Microfilm master: Retain in Office for 1 year and then microfilm and transfer to Agency Record Center. Retain in Agency Record Center for 99 years.

Paper: Retain in Office for 1 year and then microfilm.

APPRAISAL:

These records have administrative value(s).

AGENCY: Washington County (Utah). Human Resources Department

SERIES: 27584

TITLE: Terminated personnel files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.