

Retention and Classification Report

Agency: Tooele Technical College (Utah) (3568)

Tooele Applied Technology College
66 West Vine Street
Tooele, UT 84074
435-248-1800

Records Officer: _____

30191 Personnel records

AGENCY: Tooele Technical College (Utah)

SERIES: 30191

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TITLE: Personnel records

DATES: 1995-

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These records are the personnel files for Tooele Technical College employees and may contain wage information, evaluations, job descriptions, resumes, URS statements, W-4's, new hire paperwork, and other related information.

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 until separation and then transfer to State Records Center. Retain in State Records Center for 65 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 10/2021.