

# Retention and Classification Report

**Agency:** Cache County (Utah). Human Resources. (4449)

179 North Main St. Suite 312  
Logan, UT 84321  
435-755-1473

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

29990 Personnel files

**AGENCY:** Cache County (Utah). Human Resources.

**SERIES:** 29990

3

**TITLE:** Personnel files

**DATES:** 1978 -

**ARRANGEMENT:** In order of termination year, thereunder alphabetical by last name.

**DESCRIPTION:**

These records are official employment files for all Cache County employees. These files can include the employment application, pay records, leave documentation, performance evaluations, training certifications, disciplinary actions, correspondence, and termination and retirement records.

**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 for 1 year and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

Computer data files: Retain in Office for 65 years.

**APPRAISAL:**

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

**AGENCY:** Cache County (Utah). Human Resources.

**SERIES:** 29990

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(continued)

**PRIMARY DESIGNATION:**

Private

Utah Code 63G-2-301 (2) (2020)

Utah Code 63G-2-302 (2)(a)(b)(2020)

**SECONDARY DESIGNATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2020.