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: 01-26-2023

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).

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SERIES: 29990
TITLE: Personnel files

(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.