

## Human Resources

Section	Record Title	Description	Retention	Classification	Comments	Schedule #
Accounting	Bank Statements	These are monthly statements showing the amount of money on deposit to the credit of the county showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.	4 Years	Primary Classification: Public.		AR-006
Accounting	Deposit Records (Daily Cash Records)	These records provide a record of cash balance sheets, receipts, deposit slip copies, deposit bag tabs, calculator tapes, and other supporting documents.	3 years	Primary Classification: Public.		AR-010
Accounting	Journal Vouchers	These are accounting documents that request the transfer of funds between departments for services rendered or materials purchased. They include agency billing codes, description of product or services, and approval information.	3 years	Primary Classification: Public.		AR-013
Accounting	Warrant / Check Redeemed	The actual warrant or check cut from a warrant request. A warrant must be drawn "on the county treasurer in favor of all persons entitled thereto in payment of all claims and demands chargeable against the county, which have been legally examined and allowed and ordered paid by the county executive" (UCA 17-19-3 (2012)).	7 years	Private: UCA 63g-2-302 (1)(f) (2012)		AR-025
ADA	ADA Maintenance Files	These records include both internal and external physical access requests/complaints and related correspondence and other records.	4 years after situation is resolved	Public	Approved by GRAMPA 8/27/2009	HR-008
ADA	Americans with Disabilities Act - Construction Project Files	Correspondence and documentation on County building projects relating to accessible features in a building that may not have been provided during construction.	5 years after completion then destroy provided disputes or litigation has been resolved.	Public	Approved by GRAMPA 6/25/2009	HR-007
ADA	Americans with Disabilities Act - Medical Records	This record contains confidential medical information and/or a request made by an individual seeking disability accommodations included is data regarding accommodations granted, denial, appeals and additional information related to request	5 years after employee terminates then destroy provided disputes or litigation has been resolved.	Exempt 29 CFR 1630, Private: UCA 63G-2-302	Approved by GRAMPA 6/25/2009	HR-005

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		submitted by service, program and activity recipients. This information is used to evaluate whether an employee has a qualifying disability under the Americans with Disabilities Act and what reasonable accommodations can be made. Medical information is not placed in the regular personnel file, but is kept in a separate medical file only accessible by authorized officials in accordance with 29 CFR 1630.4©(1) (2004).				
ADA	Fitness For Duty Reports	These reports document an employee's fitness for duty. They include physical and psychological evaluations.	3 Years	Primary: Protected UCA 63G-2-305(9) Secondary: Private UCA 63G-2-302(1)(b) ) and Controlled UCA 63G-2-304	Approved by State Records Committee 06/91 which have been adopted by the County.	HR-042
Administration	Employee Disciplinary Action File	These files include audio recordings of disciplinary hearings and employee written disciplinary documentation, grievance documents, overturned disciplinary documentation and various investigation documentation.	Maintain 3 years after termination. Maintain 5 years if complaint, litigation or claim exists	Primary: Private Secondary Public: UCA 63G-2-301(2)(b)	Private: unsubstantiated. Public: Substantiated. Updated and Approved by GRAMPA 06/28/2012	HR-058
Administrative	Annual Reports	These are reports on program activities and accomplishments of the county or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.	Permanent. Transfer 1 copy to County Archives.	Public	If published only on a website, print a paper copy prior to transfer.	AD-002
Administrative	Executive Correspondence	These are records that document how the office is organized and how it functions, its pattern of action, its policies, procedures, organizational charts, and achievements.	Permanent. May be transferred to the County Archives.	Primary: Public Secondary: Protected UCA 63G-2-305(51)	Home address, home telephone number, and personal cell number are Protected data.	AD-006
Administrative	Fixed Asset Lists	These are listings of all county property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.	10 years	Public	Approved by GRAMPA 10/23/2002	FS-04
Administrative	General Administrative Records	These are records of a general facilitative nature created or received in the course of administering programs. May include	2 years or until no longer needed for reference and then destroy.	Public		AD-008

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		daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence, fax cover sheets, supporting d				
Administrative	Government Records Access and Management Act (GRAMA) Access Requests	These request forms document individuals seeking access to county records as provided under UCA 63-2-204. They include requester's name, address, telephone number; date; record requested; date request received; whether access provided or denied; and date	2 years and then destroy.	Public		AD-009
Administrative	Policies & Procedures Manuals	These are records documenting the formulation and adoption of policies and procedures for HR & the DSMC. Includes narrative or statistical reports and related correspondence on program activities; mission statement studies regarding department or offices operations, circular letters or directives and records related to significant events in which department or office participated.	Record copy: Permanent. May be transferred to the Archives. Duplicate copies: Retain until superseded and then destroy.	PRIMARY: Public. SECONDARY: Protected: UCA 63G-2-305 (10) and UCA 63G-2-305 (11) (2008)	Approved by GRAMPA 1/26/2012.	HR-044
Administrative	Records Transfer Forms	These are the listings of county agency records transferred to the County Records Center. The information may include records series number, agency name and address, records officer's name and signature, chief administrative officer's name, record series title and inclusive dates, classification information, accession number, agency box number, description of box contents, and records center box location.	Agency copy: 1 year after records are destroyed or until administrative need ends.	Public	Originals maintained Permanently by Records Management & Archives.	AD-023
Administrative	Surplus Personal Property Files	These files document personal property of the County sold as surplus. They contain transfer forms, record of sales and correspondence.	4 years after sale date	Primary: Public	Filed by sale date. Approved by GRAMPA 4/27/2005.	CN-003
Administrative	Survey Files	These records are survey tools administered by agencies to gather data for improvements or changes. They document customer service, client needs,	Until superseded or obsolete	Primary: Public Secondary: Private UCA 63G-2-302 (2)(d)	Approved by GRAMPA 3/15/2007. All personal identifiers must be redacted	MO-008

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		performance improvement, or other agency functions. They may contain survey questions and results, comments,			prior to release of survey data.	
Administrative	Working Files	These are background records, such as studies, analyses, notes, drafts, memos, preliminary and interim reports.	5 years after completion and destroy.	Public		AD-028
Administrative: Career Service Council	Adverse Action Files	These are case files and related records (heard under the DSMC) that are created in reviewing an adverse actions (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction in force) against an employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and a record of appeals, excluding letters of reprimand which are normally filed in official personnel files.	Retain for 10 years after case is closed and then destroy.	Primary: Private: UCA 63G-2-302(2) Secondary: Protected. UCA 63G-2-305 (9)	Approved by GRAMPA 1/26/2012.	HR-045
Administrative: Career Service Council	Agendas, Meeting Minutes & Recordings	Agendas: These are copies of notices of regular and special meetings of county boards and committees. They may include date, time, and location of meeting, and list items to be discussed by committee members at regular, special, and emergency public meetings. Meeting Minutes: These are copies of notices of regular and special meetings of county boards and committees. They may include date, time, and location of meeting, and list items to be discussed by committee members at regular, special, and emergency public meetings. Recordings: These are the recordings of the proceedings of regularly scheduled, special and emergency county board and committee meetings. They are used to create the official minutes. UCA 52-4-	10 years or until administrative need ends and then destroy. For closed meetings, 4 years or until administrative need ends and then destroy.	Minutes and Agendas-Open Meetings: Public  Minutes and Agendas-Closed Meetings: Protected UCA 63G-2-305(32) Recordings: PRIMARY CLASSIFICATION: Public SECONDARY CLASSIFICATION: Protected: UCA 63G-2-305(32); UCA 52-4-206 (2010 .	Approved by GRAMPA 1/26/2012.	HR-046

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		7 requires that "written minutes shall be kept of all open meetings" and that they "shall be available within a reasonable time after the meeting." For closed meetings, "the public body shall either record the closed portion of the meeting or keep detailed written minutes that disclose the content of the closed portions of the meeting."				
Benefits	Active Insurance Files (Active Enrollment Forms)	These are Medical, Dental, and Life Insurance files. They contain paper enrollment forms for County employees. They may contain other documents related to insurance enrollment.	3 years	Private UCA 63G-2-302 (1) & (2) (2011)	Approved by GRAMPA 8-22-2013	HR-061
Benefits	Cafeteria Plan Reimbursement Files	These files document eligibility for reimbursements of medical expenses under Section 125 cafeteria plan. They include receipts, bills, statements, and other forms that documents medical expenses paid by the employee. They also include the reimbursement form and voucher envelope.	8 Years	Exempt 45 CFR Parts 160, 162 & 164	See HIPAA schedule HP-004. PHI as determined by Designated Record Sets in paper or electronic recordkeeping systems. Approved by GRAMPA 06/18/2003	HR-022
Benefits	COBRA Letters and Information (Consolidated Omnibus budget Reconciliation)	These letter document an employee's right to insurance coverage on the even they terminate employment, are reduced in hours, divorce, or legal separation, death of the employee, eligibility for Medicare, dependent loss of status, moving out of state, and conversion.	3 Years	Private UCA 63G-2-302(1)(f) (2011)	Approved by State Records Committee 06/91 which have been adopted by the County.	HR-023
Benefits	Insurance Deduction Files	These are reports and related papers including copies of vouchers and payments schedules pertaining to insurance deductions	3 years after separation of employee	Private UCA 63G-2-302(1)(f) (2011)	Approved by State Records Committee 06/91 which have been adopted by the County.	HR-024
Benefits	Life Insurance Reports	These files contain medical and dental claims for county employees. They are used to track claims and for cost analysis of insurance programs.	3 Years	Primary: Public. Secondary: Private: UCA 63G-3-302 (1)(b) (2011)	Approved by State Records Committee 06/91 which have been adopted by the County.	HR-025
Benefits	Long Term Disability Files (LTD)	These are notification letters that individuals have applied for LTD. It includes medical plans	3 years	Private UCA 63G-2-302 (1) & (2) (2011)	Approved by GRAMPA 8-22-2013	HR-060

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		they are enrolled in and the premiums.				
Benefits	Retiree Reports	These reports document medical and dental insurance coverage for retirees of Salt Lake County. They are used to document payments made to the insurance companies. The monthly premium reports also document and insurance activity for a retired individual. The dental insurance reports include the number of people covered, types of coverage rates, and payment amounts. The monthly premium reports, include cancellations, Medicare supplemental coverage, life insurance information, authorization forms, agreements, copies of applications, change cards and correspondence.	3 Years	Private UCA 63G-3-302 (1)(b) (2011)	Approved by State Records Committee 06/91 which have been adopted by the County.	HR-026
Benefits / Employee Assistance Plan (EAP)	Employee Assistance Program Case Files	These are case files documenting each employee registered and assisted by the EAP. Filed numerically by case number to preserve privacy of individual. These files include intake form, referral recommendations, release of information authorization, employee name, address, telephone number, case number, date, sex, marital status, number of children and their ages, type of referral, reasons for referral, supervisor, need for counseling, resource used for treatment, employer's letters of reprimand, and appointment schedule.	5 years	Private UCA 63G-2-302(1)(b) and 63G-2-302(2)(d)	Approved by GRAMPA 2/25/2010	HR-010
Benefits / Employee Assistance Plan (EAP)	Employee Assistance Program Summary Report	This is annual report of summary statistics indicating the case management activities of the Employee Assistance Program. This report includes summary data gathered quarterly and annually indicating total number of employees informed of program, number of new referrals, number of cases, summary of problems	4 Years	Public	Approved by GRAMPA 2/25/2010	HR-009

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		handled, and types of activities.				
Benefits / URS	Deceased Members	These are forms related to all files of URS members who die and include defined benefit certification of eligibility, statements of ineligibility, and post-retirement employment forms. Also included are prior benefit and retirement changes which are used for estate and legal purposes.	5 years	Private UCA 63G-2-302 (1) & (2) (2011)	Approved by GRAMPA 1/26/2012.	HR-047
Benefits / URS	Inactive Members	These are forms related to all files related of retired or terminated URS members and include defined benefit certification of eligibility, statements of ineligibility, post-retirement employment forms, leave notification forms or any change forms generated.	5 years	Private UCA 63G-2-302 (1) & (2) (2011)	Approved by GRAMPA 1/26/2012.	HR-048
Benefits / URS	Separation Notices	These are forms required by URS when an employee separates from SLCO.	3 Years after termination	Private UCA 63G-2-302 (1) & (2) (2011)	Same as COBRA. Approved by GRAMPA 1/26/2012.	HR-049
Budget	Budget Working Files	These files contain working papers used to assist in the preparation of county budgets and to justify budget requests presented to the county legislative body. Includes departmental budget requests, work-up sheets, cost estimates, and rough data accumulated in the preparation of annual budget estimates, related correspondence, and documentation for approval of final budget.	1 year after the close of the budget's calendar year.	Primary Public Secondary Private UCA 63-2-302(1)(f) (1995)		BU-006
Budget	Periodic Budget Reports	These are routine budget reports prepared monthly or quarterly. They document the status of county appropriation accounts and apportionment and are only used for reference purposes.	Retain for 1 year or until administrative need ends and then destroy.	Public		BU-007
Budget	Regular Budget Reports	These regular reports are prepared monthly and quarterly. They document the status of county accounts and apportionment comparing budgets and actual expenditures. They are used for audit purposes.	3 years	Public		BU-008

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Budget	Tentative Budget Files	These files contain tentative budget requests. "On or before the first day of the next to last month of every fiscal year, the budget officer shall prepare for the next budget year and file with the governing body a tentative budget for each fund for which a budget is required" (UCA 17-36-10 (1995)).	5 years	Public		BU-009
EEO	Equal Employment Opportunity (EEO) Compliance Case	These are compliance files containing background papers and correspondence relating to contractor employment practices.	3 years	Public	Approved by State Records Committee 06/91 which have been adopted by the County.	HR-015
EEO	Equal Employment Opportunity (EEO) Discrimination	These files document official discrimination complaints received and resolved by the county. The files contain complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings.	4 years after resolution of case or employee terminates whichever is later	Protected - As per UCA 63G-2-305 (Protected Records)-items (9) and (a)	Approved by State Records Committee 06/91 which have been adopted by the County.	HR-016
EEO	Equal Employment Opportunity (EEO) Program Files	These files document the adoption and administration of county affirmative action programs under the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972. The files include program correspondence, program plans, reports and may include antidiscrimination committee meeting records and reports.	Permanent	Public	Approved by State Records Committee 06/91 which have been adopted by the County.	HR-017
EEO	Equal Employment Opportunity (EEO) Reports	These reports are required to be filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA) (29 CFR 1602 (1992)). They include statistical information on employees hired, rehired, and terminated.	2 years	Public	Approved by State Records Committee 06/91 which have been adopted by the County.	HR-018
EEO	Equal Employment Opportunity (EEO) Sheets	This form is part of the original employment application file that is separated to compile statistics on employment relating to race, gender, and age. It is used for	3 Years	Public	Approved by State Records Committee 06/91 which have been adopted by the County.	HR-019

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		affirmation action purposes.				
EEO	Equal Employment Opportunity (EEO) Statistics File	These files contain employment statistics and statistical reports relating to race and gender.	10 years.	Public	Approved by GRAMPA 1/26/2012.	HR-020
EEO	Family Medical Leave Act (FMLA)	These records contain requests that fall under the FMLA guidelines. They are kept at a Division level and are considered private as they contain medical documentation.	3 years after FMLA ends	Private UCA 63G-2-201(1)(b) (2011)	NOTE: these records are maintained at the division/agency level; not at HR. Approved by GRAMPA 1/26/2012.	HR-055
EEO	Grievance and Disciplinary Files	These files document the review of grievances and appeals raised by county employees, except EEO complaints. These case files include witnesses' statements, reports of interviews, and hearings; examiner's findings, recommendations and exhibits; and records relating to a reconsideration request.	3 years after case is closed based on discussion between Human Resources and District Attorney.	Public		HR-021
EEO	Mediation Files	these are records documenting mediation relation to resolving complaints, disputes between coworkers, prospective or imposed disciplinary action, matters subject to at personnel grievance, and similar employee / employer issues. They include the mediation request form, agreement form, and decision information.	Destroy immediately after mediation is complete.	Private UCA 63G-2-302(2)(d)	The mediator's notes are not part of the file. Approved by GRAMPA 10/19/2006	HR-004
EEO	Sexual Harassment Investigation Reports	These records document investigations conducted into alleged sexual harassment within county government. They may contain complaints, related correspondence, interviews, reports, witness statements, findings and other records.	50 years after investigation is closed	Primary: Protected UCA 63G-2-305 (9)(a) Secondary: Private UCA 63G-2-302 (2)(d)	Also reference county personnel policy 5730, 4.3.1, and policy 5740 which requires them to be Protected. Approved by GRAMPA 11/17/2005.	HR-003
Employee University	Administrative or Advisory Committee Minutes	These are records of administrative or advisory committees, boards, or other public bodies as "created by statute, rule, ordinance or resolution" as defined by UCA 52-4-2(3)(a) (2006). They document the actions and decisions. These records usually include agenda,	1 year or until administrative need ends	Primary: Public Secondary: Protected UCA 63G-2-305(32) (2006)	Records of the closed portion of the meeting are Protected. [Approved by GRAMPA 5/18/2006]	AD-012

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		internal memoranda, notes, written minutes and a recording (audio or video) of the open portion of the meeting. Minutes of the closed portion of the meeting may be kept as a recording or detailed written minutes.				
Employee University	Administrative Records	These are records of a general facilitative nature created or received in the course of administering programs. May include daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence, fax cover sheets, supporting documentation, and memoranda.	2 years or until no longer needed for reference and then destroy.	Public	Approved by GRAMPA 6/24/2010	AD-008
Employee University	Agendas	These are copies of notices of regular and special meetings of county boards and committees. They may include date, time, and location of meeting, and list items to be discussed by committee members at regular, special, and emergency public meetings.	2 years or until administrative need ends and then destroy. (Maintain permanently if kept with official minutes)	Public	This series is maintained in both electronic and paper form. Approved by GRAMPA 8-27-2009	AD-001
Employee University	Continuing Professional Education (CPE) Documents	This includes course material, instructor resume, course agenda and other supporting documentation required for CPE consideration.	5 years	Public	Approved by GRAMPA 6/24/2010	EU-002
Employee University	Course Announcement Files	These are informational files on county employee training opportunities. They are used for reference purposes. They include pamphlets, notices, catalogs, and other records that provide information on courses or programs offered to county employees by government agencies or non-governmental organizations.	Retain until superseded or obsolete	Public	Approved by GRAMPA 6/24/2010	EU-003
Employee University	Employee Training Files	These files document course availability and county employee participation in training programs sponsored by the county, other government agencies, and non-governmental institutions. They include correspondence, reports,	6 years after employee retires	Public	Maintained in electronic form. Approved by GRAMPA 6/24/2010	EU-004

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		participant lists, and other item.				
Employee University	Executive Correspondence	These are records that document how the office is organized and how it functions, its pattern of action, its policies, procedures, organizational charts, and achievements.	Permanent. May be transferred to the County Archives.	Primary: Public Secondary: Protected UCA 63G-2-305(51)	Home address, home telephone number, and personal cell number are Protected data.	AD-006
Employee University	Sexual Harassment & Ethics Prevention Training Files	These files document course availability and county employee participation in training programs sponsored by the county, other government agencies, and non-governmental institutions. They include correspondence, reports, participant lists, and other items.	6 years after employee retires.	Public	Maintained in electronic form. Approved by GRAMPA 6/24/2010	EU-005
Employee University	Survey Data	The data obtained from employee surveys are used to provide feedback to management on a variety of employee related issues. The raw quantitative data is used for comparative purposes from year to year. The raw qualitative data, (such as comments or unrequested responses), is used to create a summary document which identifies main themes or concerns.	Maintain raw qualitative data for 5 business days to compile summary document then destroy. Maintain summary document for 5 years.	Primary: Public Secondary: Protected UCA 63G-2-305(25) and UCA 63G-2-301(3)(o) (when survey comments identify a current employee discipline issue)	This series is maintained in both electronic and paper form. Approved by GRAMPA 8-27-	AD-031
Employee University	Survey Files	These records are survey tools administered by agencies to gather data for improvements or changes. They document customer service, client needs, performance improvement, or other agency functions. They may contain survey questions and results, comments, ratings, responses to essay-type questions and other information. They may also contain respondent name, agency contact information or other personal identifiers.	Until superseded or obsolete	Primary: Public, Secondary: Private UCA 63G-2-302 (2)(d)	All personal identifiers must be redacted prior to release of survey data. [Approved by GRAMPA 5/18/2006]	AD-029
Employee University	Teaching Aids Training Records	These are records of teaching aids which include manuals, syllabi, textbooks, and other training aids developed by the agency.	Retain teaching aids created by agency; retain training aids from other agencies until obsolete or superseded	Public	Approved by GRAMPA 6/24/2010	EU-006

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			and then destroy.			
Operations	Employment Eligibility Records (I-9)	E-Verify certification documents of eligibility to work pertaining to U.S. Immigration and Naturalization Service to be completed by all employers when hiring or when recruiting for a fee or when continuing to employ individuals in accordance with 8 CFR Part 274a.2(b)(2)(i) 2010. It is used to verify that the prospective employee is a U.S. citizen, resident alien or legal immigrant eligible to be hired in the United States	3 years after termination	Private UCA 63G-2-302(1)(f)(g)(h)		HR-030
Operations	File Requests	Request to review Personnel (Official) File and authorization documentation.	1 year	Public	Approved by GRAMPA 1/26/2012.	HR-031
Operations	Personnel Files	Record copy: These records are the official employment files for all county employees and may include both hard copy and electronic records of the following: the original employment application correspondence, credential files, payroll and leave history, work performance, written disciplinary and grievance documents, training history and performance evaluations. Some pay actions are not printed but maintained in electronic form only. Agency, supervisor, division copy: These files contain copies of documents from the official file, as well as division specific forms such as training certificates, letters of commendation, driver's license information, Workers Compensation, overturned disciplinary documentation, performance information and job-related information such as	Record Copy 65 years from date of employment.  Agency file, Supervisor file. Division file or all other duplicate files: 5 years after separation.	Primary: Private UCA 63G-2-302(1)(f) Secondary: Public: UCA 63G-2-301(1)(b)	Payroll history is maintained in an electronic database. Data that is Public: name, gender, gross compensation, job title, job description, business address, business telephone number, number of hours worked per pay period, dates of employment, relevant education, previous employment, and similar job qualifications of the agency's former and present employees. Retention based on UCA 49-11-602 Original Application is stored in our electronic applicant tracking system since September 2022.  Training records are stored in an	HR-002

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		authorizations to check out uniforms, equipment, etc.			electronic database. Performance evaluations are stored in an electronic database as of 2025. The 2024 records are stored in either the employee file, or in an electronic system dependent upon the evaluation format.  Updated and approved by RIM 3/28/2025	
Operations	Sick Leave Bank Records	These are files documenting county employees who use the Sick Leave Bank and have been approved to use donated leave time for medical purposes. It includes the request form of the employee requesting leave and forms from employees who have made donations of time. This program is covered under #5515 of the Human Resources policies and procedures.	2 Years	Primary: Private UCA 63G-2-302(1)(b) (2011)	Approved by GRAMPA 1/26/2012.	HR-036
Operations	Temporary Employees Personnel Files	These are files maintained on temporary employees which were provided no benefits by the county. They include copies of correspondence and employment forms. They do not include personnel records created for specific federal programs.	1 year after separation	Primary: Private UCA 63G-2-302(1)(f) Secondary: Public: UCA 63G-2-301(1)(b)	Approved by State Records Committee 06/91 which have been adopted by the County.	HR-037
Operations	Time Sheets	These electronic or hard copy records verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by county employees. Retention of these records is governed by the 29 C.F.R. 516.5.	3 years	Primary: Public Secondary: Private: UCA 63G-2-302(1)(f) 2009		HR-039
Operations	Tuition Assistance Program Applications	These are applications for employees who apply to the tuition assistance program. Include those either terminated from employment or who have not attended college in the past 2 years.	3 years	Primary: Public Secondary: Private UCA 63G-2-302(1)(f)	Approved by GRAMPA 9/17/2003 Private: Social Security Number	HR-001

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Operations	Workforce Services Documents	Notifications of unemployment claims denied or approved.	1 year	Public	Approved by GRAMPA 1/26/2012.	HR-041
Recruitment	Adverse Action Files	These are case files and related records created in reviewing an adverse action (reduction in force) against an employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and a record of appeals, excluding letters of reprimand which are normally filed in official personnel files.	Until case is resolved and closed.	Protected. UCA 63G-2-305 (9)	Approved by GRAMPA 1/26/2012.	HR-011
Recruitment	Allocation and Position Survey Files	Allocation letters and attached survey reports on various positions prepared by classification specialists determining accuracy of position description, grade, They may also include periodic reports.	3 years.	Public	Approved by GRAMPA 1/26/2012.	HR-012
Recruitment	Eligibility Register	This is a register of persons identified as qualified (eligible) to fill specific county positions. The county hires from this register. This includes EEO statistics.	2 years	Protected UCA 63G-2-305	Approved by GRAMPA 1/26/2012.	HR-050
Recruitment	Employment Applications (Not Hired)	These are application forms completed by persons seeking county employment who were not hired. They include the name, address, and phone number of the applicant, employment history, education, and a list of references.	1 year	Protected UCA 63G-2-305(51) (2011)	Approved by GRAMPA 1/26/2012.	HR-051
Recruitment	Interview Records	These are records relating to interviews with prospective employees and described in 29 CFR 1602.14 (1992). They include correspondence, reports, lists of questions, notes, and test scores. This applies to DSMC interview & agency interview records.	1 year after hiring decision is made	Protected UCA 63G-2-305(5)	Approved by GRAMPA 2/23/2012.	HR-043
Recruitment	Personnel Requisition and Analysis Files	These forms are used by county departments to fill vacant positions and to request new positions. The form includes position title, whether exempt or nonexempt, grade, step, classification, part or full-	2 years	Public	Approved by GRAMPA 1/26/2012.	HR-052

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		time, replacement or new position, reasons for replacement, requesting department, whether county employees will be considered for position, educational requirements, specialized training and experience required, and a section to be completed if requesting new positions (special functions, how those functions are currently being performed, why position is required, and signature of department head or elected official).				
Recruitment	Position Description Files	These files established positions including information on title, grade, essential functions.	5 Years after position created. When the position are updated, the old description is destroyed.	Public	Positions are in HR's electronic system; will be maintained until superseded. Approved by GRAMPA 1/26/2012.	HR-013
Recruitment	Qualifying Tests	These are tests taken by county employees to determine eligibility for promotion. They include the actual tests, answer keys, individual test scores, and the results from oral interviews.	5 Years	Protected UCA 63G-2-305(5) (2011)	Approved by GRAMPA 06-28-2012	HR-053