

GRS Update Proposal 2212 (GRS-1965, GRS-1905)

Employment history records (GRS-1965) (Updates in MAGENTA)

Title

Employment history records (GRS-1965)

Description

Employment history documents the application, hiring, cumulative salary, and employment with a governmental entity of all personnel, including all records necessary to calculate benefits. Information may include employee details, department and position information, earnings, deductions, and other records. Final actions taken as a result of disciplinary action are included in this schedule.

Retention and Disposition

~~Retain for 65 years after date of hire, and then destroy records. OR Retain for 3 years after retirement or death, whichever is earlier, and then destroy records.~~

Retain until earliest of: three years after retirement or death, or 65 years after date of hire, and then destroy records.

CROSSWALK BELOW TO ABOVE

Title

Employee wage history records (GRS-1905)

Description

These records document employee cumulative salary for employees needed for retirement purposes. Information includes employee details, department and position information, earnings, deductions, and related records.

Retention and Disposition

Retain for 65 years, and then destroy records.

Explanation for update

We determined that these schedules are duplicative enough to be consolidated. GRS-1905 “fits into” GRS-1965. The consolidation will also clear up confusion around the slightly different retention statements. The original retention statement is also revised to more clearly reflect the requirements in Utah Code 49-11-602.

Feedback

I love this update! We were just working on a GRAMA request pertaining to a past employee and having these two schedules merged is great.

Thank you,
Lianne



Lianne Pengra, CMC

Chief Deputy Recorder

LPengra@Emcity.org

801-789-6611

www.eaglemountaincity.com

Murray City has reviewed the proposed changes and we have no concerns. Thanks for the heads up.

Brooke Smith, MIS, MMC

City Recorder | Murray City Records Office
5025 S State Street | Room 113 | Murray, UT 84107
Phone: (801) 264-2662
www.murray.utah.gov

/20/2022 11:38:05

2212 Employment history records (GRS-1965, GRS-1905)

It will only impact us in a positive way
clesmes@utah.gov

Cecilia Lesmes

Matthew:

I am good with this change.

Thanks,

Bart Stanley Miller

I don't see an issue with this. Seems like it makes sense.

Rebecca Abbott
Records Manager
Davis County
801-451-3277

Hi Matthew,

This looks like a logical merger of schedules. We don't believe this consolidation of employee records will impact us negatively.

Thank you!
Viena

12/29/2022 16:08:10 2212 Employment history records (GRS-1965, GRS-1905) Approved
Catarina Garcia 3854686325 cgarcia@wasatchfrontwaste.org