# State Record Retention Requirements – UT



**UTAH**

Wage and Hour

All employers are required to keep a true and accurate record of time worked and wages paid each pay period to each employee who is employed on an hourly basis. All employers must keep these records on file for at least 1 year after the entry of the record.

Worker Injuries, Health, and Safety:

No requirements

Other Employment Records:

Employers subject to the Utah Administrative Code's Workforce Services section are required to preserve and make available for inspection, for a period of 3 years, all records with respect to employment performed in its service. For each pay period and for each worker, the records kept must include; the employee's name and social security number, the employee's place of employment (if work is performed in several locations, assignment of place of employment is made in the following order: the workers base of operations, the place from which the worker's services are directed or controlled, the workers place of residence,) the date the employee was hired, the date and the reason for the employee's separation from work, the ending date of each pay period, the total amount of wages paid to the employee, and daily time cards of time records (those kept in the regular course of business).

**Does your state give employees a legal right to examine their own personnel files?**

Employees' Rights:

- Private sector: Private employees have no statutory rights to examine and copy files.
- Public sector: Employees of the state and its political subdivisions have a right to examine and make copies of documents in their own personnel files. The must make their request in writing and pay all copying costs.

Former Employees' Rights:

The statute seems to be limited to current employees, although it is likely that former employees would have the right to review their personnel files.

Covered Employers:

State government and its political subdivisions

Citation to Authority – click link to view statute:

Utah Code Sec. 34–28–10 Employer’s records

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| **Utah Code § 67-18–1** | **Right to examine and copy documents** |
| **Utah Code § 67-18–2** | **Definitions** |
| **Utah Code § 67–18–3** | **Written request for production of file** |
| **Utah Code § 67–18–4** | **Cost of copying** |
| **Utah Code § 67–18–5** | **Confidential/protected documents excepted** |
| **Utah Admin Code R994–312** | **Employing units records** |