

## Retention and Classification Report

**Agency:** Labor Commission (525)

160 E. 300 So.  
Salt Lake City, UT 84111  
801-538-6814

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

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**AGENCY:** Labor Commission

**SERIES:** 25118

3

**TITLE:** Accounts Payable - Administrative

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical by vendor name.

**DESCRIPTION:**

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices and purchasing records.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This disposition is based on state general retention schedule item 7-53.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Labor Commission

**SERIES:** 1286

3

**TITLE:** Administrative records

**DATES:** 1917-

**ARRANGEMENT:** Alphabetical by division, thereunder chronological by date

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records provide a record of communication between the Commissioner and the various divisions within the Labor Commission. The material reflects the history of the Labor Commission. The files contain correspondence, reports, studies, agreements, organizational charts, policies and procedures, statistical information, minutes, etc.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 6 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the historical value of the series. While portions of the material are duplicated at the division level, this series would provide a complete history of the Office

**AGENCY:** Labor Commission

**SERIES:** 1286

**TITLE:** Administrative records

(continued)

of the Commissioner.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Labor Commission

**SERIES:** 29611

3

**TITLE:** Annual Report

**DATES:** 2008-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

**APPRAISAL:**

These records have historical value(s).

**AGENCY:** Labor Commission

**SERIES:** 18097

3

**TITLE:** Biennial reports

**DATES:** 1917-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Publications document agency history and functions. Publications have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Labor Commission

**SERIES:** 82525

3

**TITLE:** Cancelled or expired insurance coverage closed investigation files

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document companies whose workers' compensation insurance policies expired or were canceled and who were thus not covered by workers' compensation insurance. These cases were followed by an examination of the company and the reason for no coverage was determined. This can be the case if a company has not paid its premiums, has gone out of business, or has changed policies or names and has not informed the Uninsured Employers' Fund. The files include the name(s) of the company, the names of past and present insurance carriers, the reasons for no coverage, and all related correspondence.

**RETENTION:**

Retain for 15 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on agency needs per agency request.

**AGENCY:** Labor Commission

**SERIES:** 28522

3

**TITLE:** Cash receipt logs and bank reconciliations

**DATES:** 2005-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records include cash receipt logs, which document cash payments made to the agency for services rendered, such as providing inspections of elevators, boilers, or pressure vessels, collecting unpaid wages, and processing non-compliance fees assessed by Utah's Occupational Safety and Health Administration (OSHA) or by the Division of Industrial Accidents. The records also include bank reconciliation statements, which show the monthly deposits and reconciliation of the cash receipt logs.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-301(3)(e) 2014

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**AGENCY:** Labor Commission

**SERIES:** 28927

3

**TITLE:** Compensation case decisions

**DATES:** 1942-1963

**ARRANGEMENT:** Chronological by hearing date.

**DESCRIPTION:**

This series contains transcripts of hearings before the Commission.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of formal decisions handed down by the Commission.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Labor Commission

**SERIES:** 23348

3

**TITLE:** Contested Case Files II

**DATES:** 2000-

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

This series consists of contested cases brought by injured workers for workers compensation benefits. These benefits are to be paid by statutorily created funds: Uninsured Employers Fund or the Employers Reinsurance Fund. Information in this series includes pleadings, depositions, attorney work product, discovery documents and orders. These cases may be reopened at any time until the death of the injured worker.

**RETENTION:**

Retain for 75 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months after after case closes and then transfer to State Records Center. Retain in State Records Center for 894 months and then destroy.

Video recordings master: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 894 months and then destroy.

Audio cassettes: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 894 months and then destroy.

**AGENCY:** Labor Commission

**SERIES:** 23348

**TITLE:** Contested Case Files II

(continued)

**APPRAISAL:**

These records have legal value(s).

Retention is based on the fact that employee has the right to seek additional benefits at any time throughout their lives.

There is no statute of limitations for these injuries.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Labor Commission

**SERIES:** 18105

3

**TITLE:** Correspondence

**DATES:** 1977-

**ARRANGEMENT:** Chronological by date, thereunder alphabetical by commission member

**DESCRIPTION:**

According to microfilm title may include miscellaneous correspondence from county attorneys.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Legal counsel records, GRS-1721.

**AUTHORIZED:** 06-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Correspondence documents the administration or management of the office organization, it's policies, procedures and achievements.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Labor Commission

**SERIES:** 82520

3

**TITLE:** Deleted self insured company files

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by name of company

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document companies who have been self insured for workers' compensation coverage, but are no longer. They include information regarding the company, such as types of operation and annual reports; statistical information regarding the number of employees and number of accidents per year; the dates of self-insurance; the date self insurance was canceled; and all related correspondence.

**RETENTION:**

Retain for 45 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 42 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on agency needs per agency request.

**AGENCY:** Labor Commission

**SERIES:** 82520

**TITLE:** Deleted self insured company files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Labor Commission

**SERIES:** 712

3

**TITLE:** Employer system

**DATES:** 1987-

**ARRANGEMENT:** Numerical by employer/UI number.

**DESCRIPTION:**

This system keeps track of the employer and the employers' workers' compensation insurance and injuries, accidents, wage claims, elevator and boiler inspections and any discrimination violations. Some of the information generated has a major effect on the productivity of the employer and the well being of the employees. The intent of the system is to keep track of the Utah employer, their subsidiaries and their employees. This series includes but is not limited to the number of employees, location of the business, safety compliance, discrimination information regarding employees, employees reporting injuries, employers with Workers' Compensation coverage, number of employees paid for disabling injuries and the length of time they receive compensation.

**RETENTION:**

Retain for 75 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Worker's compensation case files, GRS-1938.

**AUTHORIZED:** 01-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 73 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Labor Commission

**SERIES:** 712

**TITLE:** Employer system

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Labor Commission

**SERIES:** 81272

3

**TITLE:** Employer's re-insurance fund cases on appeal

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by last name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These documents are generated by the Employer's Re-Insurance Fund. When a disabled worker's employer payment end, the re-insurance payment begins. This program is authorized by UCA 34-A-2-702. These files document cases in which an individual was considered ineligible in a court hearing for reimbursement for an industrial accident who is now contesting that decision. Once a decision is reached by the Court of Appeals regarding the case, the file is moved to a new location, such as the No Liability Files. The files include a description of the injury and how it occurred, medical reports, a request for preliminary hearing, hearing notices, affidavits, a summary of testimony heard at the hearing, the administrator's notes from the hearing, and an order from the Industrial Commission.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office until Utah Court of Appeals decision has been made and then transfer under new retention.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public hearing decisions, orders from the Commission

**AGENCY:** Labor Commission

**SERIES:** 81272

**TITLE:** Employer's re-insurance fund cases on appeal

(continued)

**SECONDARY DESIGNATION(S):**

Private.	all information not otherwise specified
Controlled.	psychiatric reports, judges' notes

**AGENCY:** Labor Commission

**SERIES:** 28807

3

**TITLE:** Executive correspondence

**DATES:** 1910-

**ARRANGEMENT:**

**DESCRIPTION:**

These records support the agency's function to protect the health, safety, and economic well-being of employees and employers. Correspondence documents the executive decision-making process of the agency's commissioner or division directors and highlights the efforts made to achieve the agency function. Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.

**RETENTION:**

Permanent. Retain until separation

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until separation and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until separation and then transfer to State Archives with authority to weed.

**AGENCY:** Labor Commission

**SERIES:** 28807

**TITLE:** Executive correspondence

(continued)

**APPRAISAL:**

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

These records are historically valuable for research as documentation of the agency's development and direction.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(d)(2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2016.

**AGENCY:** Labor Commission

**SERIES:** 82518

3

**TITLE:** Extra-territorial insurance records

**DATES:** 1985-

**ARRANGEMENT:** alphabetical by name of company, thereunder chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document Utah companies which set up temporary projects out of state, hiring only Utah workers. These companies receive Workers' Compensation coverage from within Utah for six month periods which are renewable. This is a single sheet verifying that the employer does indeed have coverage through the state of Utah if there are any questions or disputes. Includes name of company, name of insurance carrier, statement that insurance is valid outside the state of Utah, signature of insurance carrier's authorized agent, and policy number.

**RETENTION:**

Retain for 15 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on agency needs per agency request.

**AGENCY:** Labor Commission

**SERIES:** 80723

3

**TITLE:** Final payment files

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by last name

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These files document cases in which an individual was on the payroll for injury resulting from an industrial accident and has received their final payment. Once final payment is disbursed, the file is taken from the active payroll file and refiled in the final payment files. They include a description of the injury and how it occurred, medical reports, a request for hearing, hearing notices, stipulated settlements or compensation agreements, an order of payment from the Industrial Commission, reimbursement of carrier notices, affidavits, a summary of testimony heard at hearing, and administrator's notes from the hearing.

**RETENTION:**

Retain for 20 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after final payment is made and then transfer to State Records Center. Retain in State Records Center for 18 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based on agency needs per agency request.

**AGENCY:** Labor Commission

**SERIES:** 80723

**TITLE:** Final payment files

(continued)

**PRIMARY DESIGNATION:**

Public hearing decisions, orders from the Commission

**SECONDARY DESIGNATION(S):**

Private. all information not specified otherwise

Controlled. psychiatric information, judges' notes

**AGENCY:** Labor Commission

**SERIES:** 28928

3

**TITLE:** Financial records

**DATES:** 1929-1959

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains various financial records associated with programs run by the Commission.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1917 through 1970. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the financial operation of the Commission.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Labor Commission

**SERIES:** 81192

3

**TITLE:** Future payment files

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.80 cubic feet.

**DESCRIPTION:**

These files document cases where an individual has been awarded compensation for injury or illness sustained at the work place but will not receive payment until a later date. When the diared date is reached, payment will be made, or the date rescheduled due to an appeal. The checks may be disbursed as a lump sum or as payroll. At time of payment, the file is moved to the lump sum files (series 80716) or to the payroll files (series 81181). In the event payment is to be made to the insurance carrier as a reimbursement, the file is maintained until a notice for reimbursement is received. If this is the case, the file is moved to the Insurance Carrier files (series 81271). This series includes a description of the injury and how it occurred, medical reports, a request for hearing, a hearing notice, affidavits, a summary of testimony heard at the hearing, and administrator's notes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office until payment is made and then file moves to new retention.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on agency needs per agency request.

**AGENCY:** Labor Commission

**SERIES:** 81192

**TITLE:** Future payment files

(continued)

**PRIMARY DESIGNATION:**

Public hearing decisions, orders from the Commission

**SECONDARY DESIGNATION(S):**

Private. all information not otherwise specified  
Controlled. psychiatric reports, judges' notes

**AGENCY:** Labor Commission

**SERIES:** 28926

3

**TITLE:** Hearing files

**DATES:** 1950-1965

**ARRANGEMENT:** Alphabetical by petitioner name.

**DESCRIPTION:**

This series contains informational files related to petitions heard before the Commission.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1950 through 1960. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of hearings conducted by the Commission.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Labor Commission

**SERIES:** 28925

1

**TITLE:** Job Opportunities in the Business Sector (JOBS) program files

**DATES:** 1970-1979

**ARRANGEMENT:** Chronological by calendar year, thereunder alphabetical by month.

**DESCRIPTION:**

This series contains files related to the Jobs Opportunities in the Business Sector program.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the JOBS program operated by the Commission.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Labor Commission

**SERIES:** 14200

3

**TITLE:** Labor hearings, decisions, and certification records

**DATES:** 1947-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Transcripts of hearings conducted as part of the regulatory process and hearings on proposed rules and changes; they may be maintained with related information including meeting notices, proofs of publications, meeting minutes, and the conclusions reached.

**RETENTION:**

Permanent. Retain for 60 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Administrative hearing records, GRS-1655.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 59 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in business activities in Utah.

**AGENCY:** Labor Commission

**SERIES:** 14200

**TITLE:** Labor hearings, decisions, and certification records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Labor Commission

**SERIES:** 28924

3

**TITLE:** Labor organization registration files

**DATES:** 1960-1970

**ARRANGEMENT:** Alphabetical by organization name.

**DESCRIPTION:**

This series contains registration forms submitted by labor organizations in accordance with the requirements of Utah law.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as representative documentation of the registration of labor organizations with the Commission.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Labor Commission

**SERIES:** 22961

3

**TITLE:** Laws, rules and regulations

**DATES:** 1917-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These laws, rules and regulations of the Labor Commission (Industrial Commission) are created to supervise and administer employment of women, children and minors; Labor Relations Act; Labor Relations Board; Anti-Discrimination Act; Workmen's Compensation Act; and boiler and pressure vessels.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2003

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This retention is based on the value of this material to researchers.

**AGENCY:** Labor Commission

**SERIES:** 22961

**TITLE:** Laws, rules and regulations

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Labor Commission

**SERIES:** 6817

3

**TITLE:** Leave application files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

Application for leave and supporting papers relating to request for and approval of leave.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Labor Commission

**SERIES:** 80716

3

**TITLE:** Lump sum payment files

**DATES:** 1950-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These files document lump sum payments awarded to individuals injured in an on-the-job industrial accident. The series includes a description of the injury, how the injury resulted, medical reports, request for hearing, hearing notice, summary of hearing, compensation agreements, order of payment from the Industrial Commission, reimbursement of carrier notice, affidavits, administrator's notes, the amount awarded, date of the payment, and possibly a copy of the check.

**RETENTION:**

Retain for 75 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Worker's compensation case files, GRS-1938.

**AUTHORIZED:** 01-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after payment has been made and then transfer to State Records Center. Retain in State Records Center for 73 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention period is based on agency need per agency request.

**AGENCY:** Labor Commission

**SERIES:** 80716

**TITLE:** Lump sum payment files

(continued)

**PRIMARY DESIGNATION:**

Public decisions of hearings, orders from the Commission

**SECONDARY DESIGNATION(S):**

Private. all information included in file not mentioned elsewhere  
Controlled. psychiatric evaluations, judges' notes

**AGENCY:** Labor Commission

**SERIES:** 82913

3

**TITLE:** No insurance coverage investigation case files

**DATES:** 1984-

**ARRANGEMENT:** alphabetical by name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are cases in which an investigation is underway involving adequacy of employers' workers' compensation coverage. If it is discovered that an employer is not properly covered, notices are sent to inform the agency that they must comply with state law in gaining such coverage. If no response is given, more serious action may be taken by the Uninsured Employers' Fund.

**RETENTION:**

Retain for 50 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years after investigation is completed and then transfer to State Records Center. Retain in State Records Center for 40 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on agency needs per agency request. Once information has been gathered regarding an employer, that information is valuable for later investigations.

**AGENCY:** Labor Commission

**SERIES:** 81186

3

**TITLE:** No liability case files

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files document cases in which an individual requesting compensation for an injury or illness sustained on the job appeared in court and was determined ineligible for Second Injury Fund payments. Once the case has been decided, the Second Injury Fund Office receives an order from the Industrial Commission stating that no payment will be made. They include medical reports, requests for hearing, court orders, hearing notices, summaries of hearing, affidavits, administrator's notes, and a notice of no payment from the Industrial Commission.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after order for no payment by Industrial Commission and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on agency needs per agency request. Any information relevant to a possible appeal is kept with the Industrial Commission.

**AGENCY:** Labor Commission

**SERIES:** 81186

**TITLE:** No liability case files

(continued)

**PRIMARY DESIGNATION:**

Public	hearing decisions, orders from the Commission
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**SECONDARY DESIGNATION(S):**

Private.	all information not otherwise specified
Controlled.	psychiatric reports, judges' notes

**AGENCY:** Labor Commission

**SERIES:** 81380

3

**TITLE:** Office files card index

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by type of payment

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are 5"x 7" index cards grouped according to type of payment. They document each individual currently receiving payment or who has ever received payment from the Second Injury Fund. They are used to locate an individual's file.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Microfilm master: Retain in Office for 1 year and then destroy provided microfilm has been superseded.

**APPRAISAL:**

These records have administrative value(s).

These records are considered vital to the agency's function.

Backup copies must be maintained. Information contained on all cards referencing payroll cases is also stored on the automated system. Lump sum and all other non-payroll index cards are to be microfilmed yearly.

**AGENCY:** Labor Commission

**SERIES:** 81380

**TITLE:** Office files card index

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Labor Commission

**SERIES:** 22962

3

**TITLE:** On-the-job newsletters

**DATES:** 1991-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains newsletters publicizing activities of the Labor Commission (Industrial Commission) with information pertaining to the Commissioner's message, legislation, rules, worker's compensation, employment, working conditions, safety, and discrimination.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Publications document agency history and functions. Publications have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Labor Commission

**SERIES:** 81538

3

**TITLE:** Payroll automated system reports

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

This automated data system keeps a record of all individuals having received or currently receiving payroll funds from the Second Injury Fund. Every four weeks the payroll report is generated listing the names of individuals being paid and the amount paid. A copy of the report is sent to State Finance for the checks to be issued. Information includes the name of the individual, the vendor number, the weekly amount of payment, the amount paid to date, the date to which payments will be made, and all other types of payments made in the name of a particular applicant (such as payments to insurance carriers, etc.). Information also includes insurance carrier payments, the name of the carriers, the payments to carriers each month, the amount of payment, the vendor numbers, and the name of applicant for whom payment was made. Information relating to medical panel payments includes the name of the doctor or clinic being paid each month, vendor numbers, the amount paid, and the name of the applicant for whom payment was made.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

Computer data files: Retain in Office for 3 years after final

**AGENCY:** Labor Commission

**SERIES:** 81538

**TITLE:** Payroll automated system reports

(continued)

payment is made and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Labor Commission

**SERIES:** 6822

3

**TITLE:** Policies and procedures files

**DATES:** 1977-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

Policies and procedures that govern the operation and administration of various programs. As of March, 1991, Workers' Compensation Fund no longer participates in the programs and facilities offered by the Utah State Archives.

**RETENTION:**

Permanent. Retain until superseded

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**AGENCY:** Labor Commission

**SERIES:** 10836

3

**TITLE:** Publications

**DATES:** 1940-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, labor, worker's compensation, safety, employment, wages, and all other activities of the Labor Commission (Industrial Commission). Consists primarily of isolated publications not part of a more specific series.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Publications document agency history and functions. Publications have ongoing research value.

**AGENCY:** Labor Commission

**SERIES:** 10836

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Labor Commission

**SERIES:** 28521

3

**TITLE:** Purchasing card and travel card reconciliations

**DATES:** 2008-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document work-related purchases made by employees using agency-owned credit cards and travel cards. These records are used by the agency to create budget plans and financial reports.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after the end of the fiscal year they were initiated and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-301(3)(e) 2014

**AGENCY:** Labor Commission

**SERIES:** 81273

3

**TITLE:** Reimbursement case files

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by insurance carrier

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document reimbursements from the Second Injury Fund to an insurance carrier or employer after that source has made payments towards an industrial injury of an individual. Payment is made upon receipt of a request for reimbursement from the agency. Information includes a description of the injury, medical reports, a request for hearing, hearing notices, summaries of hearings, affidavits, administrator's notes, the amount of payment, compensation agreements, an order for payment from the Labor Commission, an order for reimbursement from the Second Injury fund, and a request for reimbursement.

**RETENTION:**

Retain for 20 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 18 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This retention and disposition is based on the needs of the agency. Once payment has been made, the files are only needed for documentation purposes. If no order of payment is received within five years, the record will be destroyed and payment will not be made.

**AGENCY:** Labor Commission

**SERIES:** 81273

**TITLE:** Reimbursement case files

(continued)

**PRIMARY DESIGNATION:**

Public hearing decisions, orders from the Commission

**SECONDARY DESIGNATION(S):**

Private. all information not otherwise specified

Controlled. psychiatric reports

**AGENCY:** Labor Commission

**SERIES:** 82519

3

**TITLE:** Self-insured company files

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document local companies who are self insured for Workers' Compensation coverage. They include information regarding the company, such as types of operation and various annual reports; statistical information regarding the number of employees and number of accidents per year; statements ascertaining self insured status; and all related correspondence.

**RETENTION:**

Retain for 45 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 42 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on agency needs per agency request.

**AGENCY:** Labor Commission

**SERIES:** 82519

**TITLE:** Self-insured company files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Labor Commission

**SERIES:** 82521

3

**TITLE:** Thirty-days-in-advance notices of cancellations of workers' compensation insurance policies

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are notices to a company by the insurance carrier stating that their workers' compensation coverage will be dropped in thirty days if no response is given. Notice of this event must be given to the employer and to the Uninsured Employers' Fund. These files are maintained in the office to document the fact that the notice was sent as prescribed in case of dispute over cancellation at a later date.

**RETENTION:**

Retain for 15 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 12 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These notices need to be maintained for a short time to ascertain that a notice was sent out thirty days prior to cancellation of an employer's policy in the event a dispute arises.

**AGENCY:** Labor Commission

**SERIES:** 82521

**TITLE:** Thirty-days-in-advance notices of cancellations of workers' compensation insurance policies

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Labor Commission

**SERIES:** 28523

3

**TITLE:** Travel card reconciliations

**DATES:** 2008-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document the air line ticket purchases made by Labor Commission employees for travel required to fulfill their assignments.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Reimbursement files, GRS-1833.

**AUTHORIZED:** 01-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-301(3)(e) 2014

**AGENCY:** Labor Commission

**SERIES:** 82906

3

**TITLE:** Uninsured employer fund cases on appeal

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These documents are generated by the Uninsured employer fund. These are employers who have no worker's compensation insurance. This program gets authorization from UCA 34-A-2-704. These files document cases in which an employer has been to hearing regarding insufficient workers' compensation insurance coverage and has decided to appeal the decision of the hearing to a higher court. The cases involve individuals who had sustained an industrial accident and had attempted to claim workers' compensation benefits from the employer. The files include medical reports, hospital bills, attorneys' notes, medical releases, corporation and other employer information, any liens on employers' property, orders for hearing, orders to the Fund for payment or non-payment, judges' notes, and all related correspondence.

**RETENTION:**

Retain for 50 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months after case is closed and then transfer to State Records Center. Retain in State Records Center for 50 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based on agency needs per agency request. When an investigation is undertaken on an employer and all the information necessary has been compiled to determine

**AGENCY:** Labor Commission

**SERIES:** 82906

**TITLE:** Uninsured employer fund cases on appeal

(continued)

responsibility for workers' compensation payments to the individual, this information is valuable for the lifetime of the employee. The information should be maintained in case of a recurring problem.

**PRIMARY DESIGNATION:**

Public                      all final decisions

**SECONDARY DESIGNATION(S):**

Private.                      all other information  
Controlled.                      judges' notes, psychiatric information

**AGENCY:** Labor Commission

**SERIES:** 19967

3

**TITLE:** Voucher registers

**DATES:** undated

**ARRANGEMENT:** None.

**DESCRIPTION:**

Two voucher registers showing month and day (but no year), name and address of who has issued the voucher, voucher number, and voucher amount.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2019.

**AGENCY:** Labor Commission

**SERIES:** 82516

3

**TITLE:** Workers' compensation insurance carrier cards

**DATES:** 1970-

**ARRANGEMENT:** numerical by index number, thereunder alphabetical by name

**DESCRIPTION:**

These cards represent the second format which Workers' Compensation Insurance coverage information was received by the state. Each company in the state of Utah is required to maintain Workers' Compensation coverage for its employees and is required to notify the Uninsured Employers' Fund of this coverage. These cards were used to keep track of this information. They are filed by index number. At one time, a project was started to microfilm the cards; about one fourth of which were actually filmed. Cards which became inactive during this time (by notification of cancellation of the policies) were moved to a different filing system, but were still referenced according to their old index numbers. In 1985 the card system was replaced by an automated system, but many companies continued to send in cards containing their Workers' Compensation Insurance information. Some of this information is not contained on the computer tapes, and thus is kept in the card format. These cards are also maintained in a separate filing system, and are filed alphabetically by the name of the company. All cards contain the name of the company, the insurance carrier through which they are covered, the policy number, and the date coverage began.

**RETENTION:**

Retain for 45 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

**AGENCY:** Labor Commission

**SERIES:** 82516

**TITLE:** Workers' compensation insurance carrier cards

(continued)

Microfilm master: Retain in Office for 15 years after initial receipt of information and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These files document insurance coverage for companies which may now be nonexistant or covered under a different name or insurance carrier. They are the only source of this information for these dates. Once they are destroyed, the insurance coverage history will be lost, and any employee returning with a job related condition will have no record of coverage. In this case, the employee must be covered out of public funds by the Uninsured Employers' Fund.

**AGENCY:** Labor Commission

**SERIES:** 82517

3

**TITLE:** Workers' compensation insurance information automated data system

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**DESCRIPTION:**

This is an automated system established by the Uninsured Employers' Fund to keep track of workers' compensation insurance coverage by employers in the state of Utah. The information is received in the form of a computer tape from the National Service and from the Workers' Compensation Fund of Utah. The National Service is the agency which employers notify directly when establishing, changing, or canceling workers' compensation insurance coverage. The information is entered on line and sent to the Uninsured Employers' Fund directly, where it is processed and maintained.

**RETENTION:**

Retain for 60 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 15 years and then transfer to tape.

Computer magnetic storage media: Retain in Office for 45 years and then erase.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on agency needs per agency request.

**AGENCY:** Labor Commission

**SERIES:** 28802

3

**TITLE:** Workplace safety grant files

**DATES:** 2007-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records support the agency's function to increase awareness of workplace safety by providing funds to businesses, educational institutions, and community agencies to increase awareness of workplace safety. Records contain grant applications and issuance documentation, as well as all committee review notes, and related records.

**RETENTION:**

Retain until end of project or program

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

**AUTHORIZED:** 07-23-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after grant has expired and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office for 7 years after the grant has expired and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Labor Commission

**SERIES:** 28802

**TITLE:** Workplace safety grant files

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2017.

**AGENCY:** Labor Commission

**SERIES:** 28803

3

**TITLE:** Workplace safety poster contest calendar

**DATES:** 2008-

**ARRANGEMENT:**

**DESCRIPTION:**

These records promote awareness workplace safety as part of the agency's function. Records document the winning entries of the annual middle and junior high school poster contest and the resulting published calendar. Records contain all related documents required for the creation of the calendar, including the images of the top twelve winning entries.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

Records are considered historical as they represent the children's involvement in awareness campaigns.

**AGENCY:** Labor Commission

**SERIES:** 28803

**TITLE:** Workplace safety poster contest calendar

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2016.

**AGENCY:** Labor Commission

**SERIES:** 28804

3

**TITLE:** Workplace safety poster contest working files

**DATES:** 2008-

**ARRANGEMENT:**

**DESCRIPTION:**

These records promote awareness workplace safety as part of the agency's function. Records document the annual middle and junior high school poster contest held to increase awareness of workplace safety. Information may include the artwork entered in the contest, votes cast, and any related records.

**RETENTION:**

Retain until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after after contest ends and then destroy.

Computer data files: Retain in Office for 1 year after contest ends and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Labor Commission

**SERIES:** 28804

**TITLE:** Workplace safety poster contest working files

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2016.