Retention and Classification Report

Agency: Department of Workforce Services. Unemployment Insurance Division (1458)

140 East 300 South
Salt Lake City, UT 84111
801-536-7680

Records Officer: _____

84111	Fraud decision files
84113	Prosecution files
84112	Unemployment eligibility decision/overpayment case files

AGENCY: Department of Workforce Services. Unemployment Insurance Division

SERIES: 84111 3
TITLE: Fraud decision files
DATES: 1989-
ARRANGEMENT: alphabetical by client surname
ANNUAL ACCUMULATION: 78.00 cubic feet.
DESCRIPTION:

These are records of decisions determining if Section 35A-4-104 of the Employment Security Act has been violated and if so, to assess the overpayment required by law. They include form 617, Rebuttal Letter; form 613, Employer Reports; and the written decision. Depending on the type of claim involved, a file may also contain form 680G, School Report; and any other forms or correspondence pertaining to an individual's claim. After 3 months, the file is imaged.

RETENTION:

Retain for 8 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 months or until scanned and then destroy.

Computer data files: Retain in Office for 8 years and then delete.

APPRAISAL:

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

Retention is based on administrative need, i.e., the paper copy is maintained two months before microfilming in case an appeal is filed, and the original is still needed.

AGENCY: Department of Workforce Services. Unemployment Insurance Division

SERIES: 84111
TITLE: Fraud decision files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Workforce Services. Unemployment Insurance Division

SERIES: 84113 3
TITLE: Prosecution files
DATES: 1980-
ARRANGEMENT: numeric by social security number
DESCRIPTION:

This record documents the investigation and prosecution of fraudulent violations of Section 35A-4-104 of the Employment Security Act. The decision to prosecute is determined by the amount of money received fraudulently and/or the presence of a significant identifiable scheme, e.g. use of a false Social Security number or a dummy claimant. It contains 613, Employer Reports; a copy of the claimant's benefit transcript showing a record of the unemployment compensation payments made to him; the Initial, Additional or Reopened Claim for Benefits; Warrants; the decision of the adjudicator; and/or any other forms or correspondence pertaining to an individual's claim as deemed necessary for the case. In addition, the record contains transmittal documents, information documents, and copies of both the summons and court record pertaining to the prosecution. If fraud is determined by the adjudicator and meets required monetary criteria, the case is turned over for prosecution to either the local authority (if within the 4-year statute of limitations) or to the U.S. Attorney (5-year statute of limitations and allowable because of federal dollars in the unemployment compensation program.) When probation has been completed, the record will be imaged.

RETENTION:

Retain for 8 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2001

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned or until probation has been completed and then destroy.

AGENCY: Department of Workforce Services. Unemployment Insurance Division

SERIES: 84113
TITLE: Prosecution files

(continued)

Computer data files: Retain in Office for 8 years and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public	Except those portions not used in evidence of criminal prosecution

SECONDARY DESIGNATION(S):

Private.	Except for the portion of information used in the criminal prosecution which is public.
Controlled.	Criminal history record both before and as a result of prosecution for Unemployment Insurance fraud.

AGENCY: Department of Workforce Services. Unemployment Insurance Division

SERIES: 84112 3
TITLE: Unemployment eligibility decision/overpayment case files
DATES: 1989-
ARRANGEMENT: Alphabetical by client surname.
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

This record documents the investigation process used to determine whether or not a claimant is eligible to receive unemployment and properly paid. These files may contain form 606 or 615C Employer Reports; forms 615C, 680T, or 680G, Claimant Statements; form 615C, written decisions, as well as any other paper work or correspondence used to document the eligibility decision or overpayment of benefits. After three months, these records will be imaged.

RETENTION:

Retain for 8 year(s) or until administrative value met, whichever is greater

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 months or until scanned and then destroy.

Computer data files: Retain in Office for 8 years or until administrative value has been met and then delete.

APPRAISAL:

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

Retention is based on administrative need, i.e., the paper copy is maintained two months before scanning in case an appeal is filed, and the original record is still needed.

AGENCY: Department of Workforce Services. Unemployment Insurance Division

SERIES: 84112
TITLE: Unemployment eligibility decision/overpayment case files

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PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(a) (2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2020.