

Retention and Classification Report

Agency: Salt Lake City (Utah). Mayor. Division of Risk Management
(1044)
324 South State Street
Salt Lake City, UT 84111
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Records Officer

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AGENCY: Salt Lake City (Utah). Mayor. Division of Risk Management

SERIES: 6865

3

TITLE: Accident report files

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These files are composed of two separate forms used by city employees to record the events of city vehicle accidents. One is used for photographs of the accident with brief explanations. The second is used to describe the accident. These files include photographs; accident location, date and time; employee's department and supervisor; vehicle number; name and address of driver; description of damage to city vehicle; whether seat belts were used; amount of damage; year, make, model, body style of city vehicle; license number; the same information about the other vehicle involved (if applicable) along with name of insurance company and policy number; name address and phone number of witnesses (if applicable); whom accident reported to; police case number; investigating officer; whether citation was issued; signature of driver; a clear description of what took place completed by driver; description of how accident could have been avoided; and completed diagram of how accident happened.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

AGENCY: Salt Lake City (Utah). Mayor. Division of Risk Management

SERIES: 8772

3

TITLE: Automated worker's compensation file

DATES: 1984-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This automated file documents the payment of worker's compensation to injured city employees. A computer printout is generated one fiscal year after file closes. This file includes employee name, department, amounts of compensation paid, type of injury, breakdown of payments, and to whom paid.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

Computer magnetic storage media: Retain in Agency Record Center for 1 year and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 2 weeks and then erase.

AGENCY: Salt Lake City (Utah). Mayor. Division of Risk Management

SERIES: 8770

3

TITLE: Deferred compensation deduction register

DATES: 1981-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This computer printout lists employee deductions to deferred compensation program. It is used as a record of all such deductions. This printout includes department number, social security number, employee number, amount contributed, and receiving company.

RETENTION:

Retain 75 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Office for 75 years and then destroy.

AGENCY: Salt Lake City (Utah). Mayor. Division of Risk Management

SERIES: 6863

3

TITLE: Deferred compensation files

DATES: 1981-

ARRANGEMENT: Alphabetical by name, thereunder Chronological

ANNUAL ACCUMULATION: 1.60 cubic feet.

DESCRIPTION:

These employee files document deductions to the deferred compensation program. These files include enrollment cards, changes, termination of deferral, refunds, and related correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 75 years and then destroy.

APPRAISAL:

The city attorney and risk manager have determined these records should be kept for seventy five years.

AGENCY: Salt Lake City (Utah). Mayor. Division of Risk Management

SERIES: 6866

3

TITLE: Industrial injury files

DATES: 1948-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.20 cubic feet.

DESCRIPTION:

These files contain forms required by the Utah State Industrial Commission and other pertinent information concerning industrial injuries or illness incurred by city employees. They are used for reference purposes. These files include employee's name, insurance number, mailing address, location (if different than mailing address); insurance carrier, name and position of person report of injury was made to, date reported; employee's name; date of birth; home address; social security number; marital status; age, sex, occupation; length of time employed by city; time in same position, department, hours worked per day, days worked per week, wage per hour, day, week, or month, or average earnings; and name and birthdate of spouse and other minor dependents; date of injury or diagnosis of illness; whether accident or exposure on employer's premises; whether injury fatal; place of accident or exposure, what employee was doing when injured, how accident occurred, name of object or substance that directly injured the employee; part of body affected and description of injury or illness; name and address of attending physician; name of hospital; signature and title of person making report; date report made; billing information; report of injury; doctor's report; payments made; copies of check stubs; and other information pertaining to the injury.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 25 years and then destroy.

AGENCY: Salt Lake City (Utah). Mayor. Division of Risk Management

SERIES: 6866

TITLE: Industrial injury files

(continued)

APPRAISAL:

The Industrial Commission's copy of the form is maintained permanently, but the city's file contains other information necessary for litigation purposes. The city attorney has determined it should be kept for at least twenty-five years.

AGENCY: Salt Lake City (Utah). Mayor. Division of Risk Management

SERIES: 6864

3

TITLE: Insurance enrollment cards

DATES: 1950-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These cards are enrollment applications completed by individual city employees for health and life insurance. They are used to verify insurance coverage. These cards include name, address, social security number, job title, date hired, beneficiaries, insured individuals, choice of insurance, signature of applicant, and effective date.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after no longer current and then destroy.

AGENCY: Salt Lake City (Utah). Mayor. Division of Risk Management

SERIES: 6867

3

TITLE: Insurance funding report

DATES: 1983-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This monthly report shows, statistically, the number of employees insured for medical, dental, life, long term disability and accidental death and dismemberment and the amount collected. It is used to show differences between amounts collected, amounts that should have been collected, and the reason for the difference, if any. This report includes number of employees for medical, dental, life, long term disability, accidental death and dismemberment insurance and amount of money collected.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City (Utah). Mayor. Division of Risk Management

SERIES: 6860

1

TITLE: Insurance records files

DATES: 1970-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These files document city's insurance policies including property policies, blanket employee bonds, and permit bonds. They are used to demonstrate that city insurance coverage is in force and that premiums have been paid. These files include insurance policies with actual billings received from insurance companies.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 50 years and then destroy.

APPRAISAL:

Both the city attorney and risk manager believes it is essential to maintain insurance files for fifty years for possible claim on a current insurance policies for possible litigation purposes.

AGENCY: Salt Lake City (Utah). Mayor. Division of Risk Management

SERIES: 8771

3

TITLE: Insurance reports

DATES: 1981-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These reports are computer printouts generated by the Payroll Division and Risk Management listing information on individual employee's insurance and pension deductions. The reports are received either monthly or semi-monthly and are used to balance amounts against social security system. These printouts include employee name, department number, social security number, current amount, employee contribution, city for employee contribution, city contribution, total pension, year to date pension wage, department total, year to date totals, grand totals, grand year to date totals.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Office for 5 years and then destroy.

AGENCY: Salt Lake City (Utah). Mayor. Division of Risk Management

SERIES: 6862

3

TITLE: Unemployment compensation files

DATES: 1981-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.80 cubic feet.

DESCRIPTION:

These files document employees who have applied for unemployment compensation. These files include separation notices, quarterly earning requests, and individual's file containing personnel records, monthly billing on benefits paid, and related correspondence. These files may contain minutes of appellate hearings and judge decisions.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

41 CFR 29-70.203-1 through 29-70.203-5 3 years

AGENCY: Salt Lake City (Utah). Mayor. Division of Risk Management

SERIES: 6861

3

TITLE: Workers' compensation files

DATES: 1960-

ARRANGEMENT: Numerical by assigned number, department number, or category

ANNUAL ACCUMULATION: 3.10 cubic feet.

DESCRIPTION:

These employee files document job related injuries and are used to document employees claims. These files include vouchers for medical bills, check stubs for payroll, medical reports, authorization forms and compensation agreements.

RETENTION:

Retain 75 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 35.

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 70 years and then destroy.

Computer data files: For records beginning in 2011 and continuing to the present. Retain in Office for 75 years and then delete.

APPRAISAL:

Administrative

Utah Code 34A-2-417 & Utah Code 34A-2-420

AGENCY: Salt Lake City (Utah). Mayor. Division of Risk Management

SERIES: 6861

TITLE: Workers' compensation files

(continued)

PRIMARY DESIGNATION:

Private Utah Code Section 63G-2-302(1)(b)(2013)

SECONDARY DESIGNATION(S):

Public