# Retention and Classification Report

**Agency:** Workers Compensation Fund Division. Accounting (1276)

560 South 300 East
Salt Lake City, UT 84145
538-8034

**Records Officer**

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**AGENCY:** Workers Compensation Fund Division. Accounting

**SERIES:** 16599 3
**TITLE:** Accounts receivable files
**DATES:** 1982-1990.
**ARRANGEMENT:** Alphanumerical by name or policy number
**DESCRIPTION:**

These are records of individuals and businesses owing money to the Worker's Compensation Fund. This should be considered a vital record. It is secured by the computer copy of the information and does not need to be microfilmed. Includes business or individual's name, original amount owed, date of invoice, period of invoice, invoice number, original amount paid, and outstanding balance.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

Computer data files: Retain in Office for 3 years and then erase.

**APPRAISAL:**

Administrative Fiscal

This is based on the retention found in General Schedule 6, item 6.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Workers Compensation Fund Division. Accounting

**SERIES:** 16600 3
**TITLE:** Actuarial studies
**DATES:** 1976-1990.
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

These records are used to determine what liabilities are dedicated to open claims and what portion of the fund's reserves need to be set aside to meet those claims for the coming year. It is also used to help determine premiums and dividends. Includes statistical worksheets of current year's payments to claims and past years' claim payments, annual reports which include narratives on how the findings were determined, and charts and graphs on claim expenditures for current year and past years.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1987.

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office until no longer administratively valuable and then transfer to magnetic tape.

Computer magnetic storage media: Retain in Tape Library for 72 years and then erase.

**APPRAISAL:**

Administrative

This retention is based on a conversation with the division's actuary Alan Kaur who feels that the longer the data is preserved the more value it has for future computing.

**AGENCY:** Workers Compensation Fund Division. Accounting

**SERIES:** 16610 3
**TITLE:** Claims and policy payment warrant registers
**DATES:** 1980-1990.
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

This is the agency's list of all warrants issued to claimants. It is used to locate redeemed warrants when they need to be referenced. Includes warrant number, voucher number, claimant file number, account code, amount paid, and the date issued.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months and then destroy.

Computer data files: Retain in Office until no longer administratively valuable and then delete.

Computer magnetic storage media: Retain in Office for 7 years and then erase.

**APPRAISAL:**

Administrative

This information needs to be kept for the same length of time as redeemed warrants which is 7 years so that warrants can be located.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Workers Compensation Fund Division. Accounting

**SERIES:** 16601 3
**TITLE:** Deposits to the treasurer
**VARIANT** Treasurer's Receipts
**DATES:** 1983-1990.
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

This is the Worker's Compensation Fund's copy of funds deposited to the State Treasurer each day. They are used by the bureau chief to verify the correct totals contributed. Includes the reporting period, the organization's identification number, the check number and amounts with subtotals to date for each reporting period, and the total amount of the day's deposit.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

This retention is based on General Schedule 6, item 8.

**AGENCY:** Workers Compensation Fund Division. Accounting

**SERIES:** 16603 3
**TITLE:** Financial statement workpapers
**DATES:** 1972-1990.
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

These are various records relating to the revenues, appropriations, and cost of operating the division. These records are used to prepare the annual financial statement. Includes summaries of posting and control media which is the agency's copy of the appropriation and allotment ledgers, aggregate totals of charges to the division's accounts, and memoranda or correspondence.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative Fiscal

This retention is based on General Schedule 5, item 4.

**AGENCY:** Workers Compensation Fund Division. Accounting

**SERIES:** 16604 3
**TITLE:** Interdepartmental transfers
**DATES:** 1985-1990.
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

This is an accounting document that requests the transfer of funds between agencies for services rendered or materials purchased. Includes payee or agency's identification number (low organization number) and name, payer's name and low organization number, the amount transferred, and the DF 50 control number.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative

This retention is based on General Schedule 6, item 5.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Workers Compensation Fund Division. Accounting

**SERIES:** 16605 3
**TITLE:** Outstanding warrant lists
**DATES:** 1981-1990.
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

This is a listing of all warrants which have not yet been redeemed. Twice a week a list is printed from Finance and sent to this office for reconciliation. In cases involving litigation, it is used to determine when the check was cashed. This is used to prove that it was cashed in case there is a dispute that the payment was never received or if a claimant is being prosecuted. Includes the check number, the date of the check, claimant file number, the check amount, the bank account number, and the type of check.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative

Since Finance keeps the record copy of this record, this record only has an administrative retention value.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Workers Compensation Fund Division. Accounting

**SERIES:** 16602 3
**TITLE:** Premium payment deposits to the treasurer
**DATES:** 1983-1990.
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

This is the record copy of funds deposited to the State Treasurer each day from the policyholders' premium payments account into the claims payments account. They are used by the bureau chief and auditors to verify the correct totals contributed. Includes the reporting period, the organization's identification number, the check number and amounts with subtotals to date for each reporting period, deposit slip, transmittal letters, validation tape, and the total amount of the day's deposit.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:**

Administrative Fiscal

These are needed for audit requirements.

**AGENCY:** Workers Compensation Fund Division. Accounting

**SERIES:** 16606 3
**TITLE:** Surplus property transaction files
**DATES:** 1980-1990.
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

These are the agency files dealing with the transfer and subsequent sale or destruction of any state property assigned to them. This applies to property such as office equipment and state-owned vehicles that no longer have use to the agency or have met their useful life span. Includes Declarations of Surplus Property (SP 1's) and Destruction of Surplus Property Notifications (SP 3's).

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after transaction with Surplus Property is complete and then destroy.

**APPRAISAL:**

Administrative

Surplus Property has the record copy of this transaction and these records have been inventoried and are being scheduled now for the proper retention.

**AGENCY:** Workers Compensation Fund Division. Accounting

**SERIES:** 16607 3
**TITLE:** Travel vouchers
**VARIANT** Travel Reimbursements
**DATES:** 1980-1990.
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

These are records relating to the reimbursement of division employees for travel expenses such as airplane tickets, hotel rooms, meals, and rental cars. Includes travel authorizations (DF 5's), invoices, and Travel Reimbursement Requests (DF 51's).

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative Fiscal

This retention is based on General Schedule 9, item 4a.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Workers Compensation Fund Division. Accounting

**SERIES:** 16608 3
**TITLE:** Vendor contracts
**DATES:** 1978-1990.
**ARRANGEMENT:** Alphabetical by name
**DESCRIPTION:**

These files document the agreements for services, purchases, and leases between the agency and vendors. Includes maintenance contracts, procurement contracts, service contracts, and facility contracts.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until contract expires and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal

This retention is based on General Schedule 3, Item 4c.

**AGENCY:** Workers Compensation Fund Division. Accounting

**SERIES:** 16609 3
**TITLE:** Warrant registers
**DATES:** 1979-1990.
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

This is the agency's list of all warrants issued to vendors on a daily basis. A COM copy is made, but that is kept by Finance. This is the computer printout generated by Finance. It does not include warrants issued for dividend payments, refunds, or claim payments. Includes low organization number, warrant number, voucher number, vendor number, account code, amount paid, and the date issued.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1987.

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

This retention is based on General Schedule 6, Item 4a.

**AGENCY:** Workers Compensation Fund Division. Accounting

**SERIES:** 16611 3
**TITLE:** Warrant requests
**DATES:** 1984-1990.
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

This is the input document for creating a warrant. Its purpose is to request the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies. Includes vendor's/payee's name and address, invoices, invoice number and amounts, and a brief description of what was purchased.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative Fiscal

This is based on General Schedule 6, Item 1.

**PRIMARY CLASSIFICATION:**

Public