Retention and Classification Report

Agency: Workers Compensation Fund Division. Data Processing (1277)

560 South 300 East
Salt Lake City, UT 84110
538-8080

Records Officer

16620 *Beneficiary master file
16619 *Claims information management system
16621 *Claims master file
16616 *Job classification code detail file
16618 *National Council for Compensation Insurance and Managem
16615 *Policy holder ownership file
16613 *Policy holders management information system
16617 *Policy holders' address and location file
16614 *Policy master file
16622 *Providers reference file
16624 *Systems guide
16623 *Warrant history master file

AGENCY: Workers Compensation Fund Division. Data Processing

SERIES: 16620 3
TITLE: Beneficiary master file
DATES: 1981-1990.
ARRANGEMENT: None
DESCRIPTION:

In the event that a claim filed is one involving a fatality, all beneficiary information would be drawn from this file to make the claims payments. It is updated when any claims update transactions are performed. It also interfaces with the Claims Master File when answering inquiries. Includes claim number, name and address, compensation data (current amount and year-to-date totals), and trust information.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

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.

Computer data files: Retain in Office until claim is closed and then transfer to magnetic tape.

Computer magnetic storage media: Retain in Tape Library for 3 years and then erase.

APPRAISAL:

Administrative
This has administrative value only.

AGENCY: Workers Compensation Fund Division. Data Processing

SERIES: 16620
TITLE: Beneficiary master file

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Workers Compensation Fund Division. Data Processing

SERIES: 16619 3
TITLE: Claims information management system
DATES: 1981-1990.
ARRANGEMENT: None
DESCRIPTION:

The purpose of this system is to compensate all workers and health care providers for any claims they may have or to pay health care providers for therapy or medical services rendered in relatio to an on-the-job injury. Medical and compensation claims are entered and kept online. Most of the output from this sytem is printed out as hard copy and put in the manual claims files. Most of the information is current. No transactional history is maintained on-line or on tape. The software is in COBOL, version 6.40, operating on WANG VS 100. The compensation processing programs were rewritten and put into the system in January 1986. All batch processing operations were rewritten and introduced to the system in January 1986. Includes Beneficiary Master File, Claims Master File, Providers Reference File, and Warrant History Master File. These are records series 16620-16623.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

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.

APPRAISAL:

Administrative

AGENCY: Workers Compensation Fund Division. Data Processing

SERIES: 16619
TITLE: Claims information management system

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Workers Compensation Fund Division. Data Processing

SERIES: 16621 3
TITLE: Claims master file
DATES: 1981-1990.
ARRANGEMENT: None
DESCRIPTION:

This is used as a central location for all medical and compensatory information relating to each claim filed with the Workers' Compensation Fund. It interfaces with all the other files in the system to update them or to be updated by them. It provide information for all inquiries made by users regarding claims payments or information about the claimant. Includes claim number, name, address, birthdate, date of injury, injury classification codes, employment data, compensation data (amount and dates), and medical payment data (current amount and year-to-date totals).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

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.

Computer data files: Retain in Office until claim is closed and then transfer to magnetic tape.

Computer magnetic storage media: Retain in Tape Library for 3 years and then erase.

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

APPRAISAL:

Administrative
This has administrative value only.

AGENCY: Workers Compensation Fund Division. Data Processing

SERIES: 16621
TITLE: Claims master file

(continued)

PRIMARY CLASSIFICATION:

Private	Except for psychiatric information.

SECONDARY CLASSIFICATION(S):

Controlled.	Psychiatric information.

AGENCY: Workers Compensation Fund Division. Data Processing

SERIES: 16616 3
TITLE: Job classification code detail file
DATES: 1984-1990.
ARRANGEMENT: None
DESCRIPTION:

When an employer files an application for worker's compensation insurance, they must list all the types of job classifications the business has and the number of employees in each position. These positions are then entered into the computer along with the rest of the application. These jobs are then coded and the rate for charging the employer is determined, in part, from these codes. These codes are then stored separately from the rest of the master file and updated periodically. Includes policy number, reporting period, class code, job description, payroll amount, classification rate, classificaton type, and class premium.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

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.

Computer data files: Retain in Office until cancellation and then transfer to magnetic tape.

Computer magnetic storage media: Retain in Tape Library for 3 years and then erase.

APPRAISAL:

Administrative
This has administrative value only.

AGENCY: Workers Compensation Fund Division. Data Processing

SERIES: 16616
TITLE: Job classification code detail file

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Workers Compensation Fund Division. Data Processing

SERIES: 16618 3
TITLE: National Council for Compensation Insurance and Management on Policy Endorsements reports
DATES: 1984-1990.
ARRANGEMENT: None
DESCRIPTION:

This is a statistical report sent to the NCCI. It is used to provide them with data for conducting risk analysis on all classified employee positions in their job classification database. This information is then used to classify the rates of insurance coverage for each position. Includes policy holder's name and address, policy number, code classification, amount of premium paid for each job classification, and a list of all claims filed on that policy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

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.

Computer magnetic storage media: Retain in Tape Library for 0 years and then transfer to State Archives.

APPRAISAL:

Administrative Historical
This has the same value as the claim card files. Secondly, it has evidential value regarding the determination of premiums for policyholders.

AGENCY: Workers Compensation Fund Division. Data Processing

SERIES: 16615 3
TITLE: Policy holder ownership file
DATES: 1984-1990.
ARRANGEMENT: None
DESCRIPTION:

This is a listing of all owners of the corporation. When an update is made of the Policy Holders Master File of any new owners, this files is also updated. This file is then used to create the new endorsements which are added to the manual active policy holder case file. This can have an effect on the determination of premiums, also. Includes name of the owners, dates of coverage, coverage indicator, policy number, and owner number.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1987

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.

Computer data files: Retain in Office until cancellation and then transfer current record to magnetic tape.

Computer magnetic storage media: Retain in Tape Library for 3 years and then erase.

APPRAISAL:

Administrative
This has administrative value only.

AGENCY: Workers Compensation Fund Division. Data Processing

SERIES: 16615
TITLE: Policy holder ownership file

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Workers Compensation Fund Division. Data Processing

SERIES: 16613 3
TITLE: Policy holders management information system
DATES: 1984-1990.
ARRANGEMENT: None
DESCRIPTION:

This system is designed to keep track of all active policies handled by the division. It is used to create invoices for policy payments, calculate deposit requirements, and to determine dividends. In the files, only current information is kept. It prepares hard copy reports for policy holders case files and a tape report for the National Council on Compensation Insurance and Management. A method needs to be found to transfer the permanent information from computer to microfiche without undue human intervention. The best method would be to use computer-output microfiche (COM). However, the policy holder files are being microfilmed which makes it incompatible with the microfiche. All of the reports, except the report to the NCCI, are filed as hard copy in either the claims files or the policy holders files. It is also used to make any endorsements to a policy. The information produced from the computer serves as the document history of the events surrounding management of the policies. It operates on a WANG VS 100 using WANG COBOL and the VS 6.4 operating system. Includes Policy Master File, Policy Holder Ownership File, Job Classification Code Detail File, Policy Holders' Address and Location File, and Report to National Council for Compensation Insurance and Management on Policy Endorsements These are records series 16614-16618.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1987

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.

AGENCY: Workers Compensation Fund Division. Data Processing

SERIES: 16613
TITLE: Policy holders management information system

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:
Public

AGENCY: Workers Compensation Fund Division. Data Processing

SERIES: 16617 3
TITLE: Policy holders' address and location file
DATES: 1984-1990.
ARRANGEMENT: None
DESCRIPTION:

This file contains all the different business addresses or locations for all policy holders. As various locations for a business are added to the file, endorsements are created and added to the manual case file. An example of this procedure would be the addition of a new store to the Sunset Sports Retail Chain. The data is also used to determine premiums. Includes policy number, location number, business name, address, and phone number.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1987

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.

Computer data files: Retain in Office until cancellation and then transfer to magnetic tape.

Computer magnetic storage media: Retain in Tape Library for 3 years and then erase.

APPRAISAL:

Administrative
This has administrative value only.

AGENCY: Workers Compensation Fund Division. Data Processing

SERIES: 16617
TITLE: Policy holders' address and location file

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Workers Compensation Fund Division. Data Processing

SERIES: 16614 3
TITLE: Policy master file
DATES: 1984-1990.
ARRANGEMENT: None
DESCRIPTION:

It is the repository for all information about the policyholder. The source of this information is a data entry transaction from the policyholder's application. The information on the file is only current data. Includes the policy number, the policy holder's name, address, coverage dates, deposit requirements, deposit paid, experience modification, status dates, group schedule, and the type of policy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1987

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.

Computer data files: Retain in Office until cancellation and then transfer to current policyholder record to.

Computer magnetic storage media: Retain in Tape Library for 3 years and then erase.

APPRAISAL:

Administrative
This has administrative value only.

AGENCY: Workers Compensation Fund Division. Data Processing

SERIES: 16614
TITLE: Policy master file

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Workers Compensation Fund Division. Data Processing

SERIES: 16622 3
TITLE: Providers reference file
DATES: 1981-1990.
ARRANGEMENT: None
DESCRIPTION:

This is a listing of all medical providers who have been authorized by Workers' Compensation as valid health care providers. It is used to get the provider number to add to the printed invoice and to verfiy if the provider submitting the invoice is an authorized provider. Includes provider's name, their number, and their address.

RETENTION:

Retain until updated or outdated

DISPOSITION:

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RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

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.

Computer data files: Retain in Office until updated or outdated and then erase.

APPRAISAL:

Administrative
This data has administrative value only.

AGENCY: Workers Compensation Fund Division. Data Processing

SERIES: 16624 3
TITLE: Systems guide
DATES: 1981-1990.
ARRANGEMENT: None
DESCRIPTION:

This manual is used by programmers and information analysts to reprogram the computer and to ascertain whether the system is operating according to design. Includes definitions of the system including functional requirements; data requirements; system/subsystem specifications; authorizing directives; definitions of the logical and physical arrangement of the characteristics of each record, element, or item of data in the file, including names and tages or labels (record layout); specifications of all codes used; cross-reference codes; validity characteristics; update and access conditions; and, a sample copy of each input/source document.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

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 7 years after system is obsolete except references to NCCI tape and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
The systems guide sections concerning the NCCI tapes has to be kept for the same length of time as the NCCI tape so that the data in the guide can be used to reference the tapes.

AGENCY: Workers Compensation Fund Division. Data Processing

SERIES: 16623 3
TITLE: Warrant history master file
DATES: 1981-1990.
ARRANGEMENT: None
DESCRIPTION:

This is a history file of all records produced for claims payments. It is used as a reference file to locate the warrant associated with a particular claim payment. Includes warrant number, amount paid, claim file number, date paid, the name and address of the payee, and the date of the injury.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

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.

Computer data files: Retain in Office for 3 years and then transfer to magnetic tape.

Computer magnetic storage media: Retain in Tape Library for 4 years and then erase.

APPRAISAL:

Administrative
This has the same retention need as the redeemed warrant since it is used to reference warrants.

PRIMARY CLASSIFICATION:

Private