

Retention and Classification Report

Agency: State Insurance Fund (1278)

560 South 300 East
Salt Lake City, UT 84110
538-8000

Records Officer

05262 *Account books
11780 *Accounts payable ledger
12280 *Accounts receivable (past due)
03344 *Administrative records
23155 *Biennial reports
06371 *Claims indexes
01008 *Credit memoranda
01009 *Expenditure vouchers
01003 *Fire insurance inventory
11269 *General ledgers
17436 *Inactive case files
08509 *Insurance fund claim files (closed)
03966 *National council records
02640 *Paid claims
01005 *Personal injury claims case files
06411 *Policy files
11766 *Premium register
01010 *Publications
08322 *Resolutions and motions of the Finance Commission on issu
12345 *Resolutions and orders
03968 *Travel expense vouchers
17447 *Void warrants
17435 *Warrants redeemed
06827 *Workers compensation fund policyholders newsletter files
06826 *Workers' compensation employee newsletter

AGENCY: Workers' Compensation Fund Division

SERIES: 5262

3

TITLE: Account books

DATES: 1917-1941.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 State Archives permanently with authority to weed.

AGENCY: Workers' Compensation Fund Division

SERIES: 11780

3

TITLE: Accounts payable ledger

DATES: 1935-1947.

ARRANGEMENT: Alphabetical by business name

DESCRIPTION:

Shows business name and address, case, date, claimant, debit, credit, and balance.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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

SERIES: 12280

3

TITLE: Accounts receivable (past due)

DATES: 1947-1988.

ARRANGEMENT: alphanumerical

DESCRIPTION:

Recorded information (all handwritten) includes: alphanumerical policy number, name of policy holder, date cancelled, amount due, and reason (bankrupt, judgment, statute has run, etc.).

RETENTION:

Retain 4 years after resolution of account.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 resolution of account and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 2.

AGENCY: Workers' Compensation Fund Division

SERIES: 12280

TITLE: Accounts receivable (past due)

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Workers' Compensation Fund Division

SERIES: 3344

3

TITLE: Administrative records

DATES: 1937-1938; 1980-1990.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Records created by agency administration to document the research, creation and application of agency programs, policies and procedures. May include correspondence, policy and program case files, and executive files documenting leadership roles and decision making processes.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 01/01/2004.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 24.

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Workers' Compensation Fund Division

SERIES: 3344

TITLE: Administrative records

(continued)

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Workers' Compensation Fund Division

SERIES: 23155

3

TITLE: Biennial reports

DATES: 1938-1956.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains reports of State Insurance Fund activities from the previous two years with information pertaining to agency activities, workmen's compensation, firemen's pension fund, insurance, claims, policies, dividends, premiums, and fiscal and financial operations.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 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:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Disposition based on the historical value of these records in documenting fiscal matters in state government.

AGENCY: Workers' Compensation Fund Division

SERIES: 23155

TITLE: Biennial reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Workers' Compensation Fund Division

SERIES: 6371

3

TITLE: Claims indexes

DATES: 1947-1981.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

Earlier records in this series are typed employer index cards. The cards contain the name of the individual injured, claim number, date of the incident, name of the insured, and policy number. Later records included computer generated reports that have similar information to the index cards. The computer generated reports also contain the amount paid on a claim , medical payments total, and date the claim was closed.

RETENTION:

Retain Permanent. Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 State Archives permanently with authority to weed.

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

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

AGENCY: Workers' Compensation Fund Division

SERIES: 6371

TITLE: Claims indexes

(continued)

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 35.

AGENCY: Workers' Compensation Fund Division

SERIES: 1008

3

TITLE: Credit memoranda

DATES: 1954-1955.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 State Archives permanently with authority to weed.

AGENCY: Workers' Compensation Fund Division

SERIES: 1009

3

TITLE: Expenditure vouchers

DATES: 1970-1971.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 State Archives permanently with authority to weed.

AGENCY: Workers' Compensation Fund Division

SERIES: 1003

3

TITLE: Fire insurance inventory

DATES: 1963-1966.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These inventories provide listings of valuations of equipment and furnishings for government offices around the state for insurance purposes. In some cases, individual items are listed with serial number, date of purchase, and valuation.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 State Archives permanently with authority to weed.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Workers' Compensation Fund Division

SERIES: 11269

3

TITLE: General ledgers

DATES: 1938-1940.

ARRANGEMENT: undated

DESCRIPTION:

General accounts ledger, showing debit and credit entries, and reflecting expenditures in summary.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 State Records Center for 7 years and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 25.

PRIMARY CLASSIFICATION:

Public

AGENCY: Workers' Compensation Fund Division

SERIES: 17436

1

TITLE: Inactive case files

DATES: 1982-1982.

ARRANGEMENT:

DESCRIPTION:

This series includes inactive policy holder files. The files have first injury reports, action requests from the fund, billing correspondence, employer permission reports, notices requesting additional payments. The action requests include requests for quarterly numbers or other administrative information.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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

SERIES: 8509

3

TITLE: Insurance fund claim files (closed)

DATES: 1917-1983.

ARRANGEMENT: alphanumerical

DESCRIPTION:

These are the case files which document the award of workers compensation insurance to any employee injured while on the job. They track the justification for the award and any further actions that are taken on the individual after the file has been closed due to complications in the post-recovery period. These files include correspondence with physicians, employers, and injured employees; injury reports filed by the employee, the employer, and the doctor; employment and medical histories; invoices from providers; payment histories; litigation records; marriage, death, and birth certificates; insurance adjusters working papers; and x-rays.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1986.

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 or until microfilmed and then transfer to State Records Center. Retain in State Records Center for 7 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 65 years and then destroy.

Microfilm duplicate: Retain in State Records Center for 65 years and then destroy.

APPRAISAL:

Administrative Legal

This retention is based on the court decisions: Nolan W. Marshall versus The Industrial Commission of the State of Utah, Emery Mining Co., the State Insurance Fund of Utah, and the Second

AGENCY: Workers' Compensation Fund Division

SERIES: 8509

TITLE: Insurance fund claim files (closed)

(continued)

Injury Fund of Utah in the Utah Supreme Court, case number 19153, filed April 5, 1984; and, Beverly R. Buxton versus the Industrial Commission of Utah in the Utah Supreme Court, case number 15802, filed Oct. 27, 1978. The medical payment histories will not be filmed with the rest of the records in the files.

PRIMARY CLASSIFICATION:

Controlled

AGENCY: Workers' Compensation Fund Division

SERIES: 3966

3

TITLE: National council records

DATES: 1950-1955.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 State Archives permanently with authority to weed.

AGENCY: Workers' Compensation Fund Division

SERIES: 2640

1

TITLE: Paid claims

DATES: 1963-1990.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 State Archives permanently with authority to weed.

AGENCY: Workers' Compensation Fund Division

SERIES: 1005

3

TITLE: Personal injury claims case files

DATES: 1939-1980.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These files document an employee's injury/ies, eligibility for workmen's compensation benefits, and any further legal or medical actions. Information includes employers' first reports of injuries, physicians' medical and surgical reports, medical correspondence and bills, insurance documents, and legal forms needing responses. Files may also include silicosis reports, X-rays, psychiatric reports, correspondence from relatives, divorce decrees, adoption papers, savings account information, assets of applicants and family members, bankruptcy reports, and commission orders.

RETENTION:

Retain 80 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 State Records Center for 80 years and then destroy.

APPRAISAL:

Administrative Legal This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 35. These records have a legal value as they are maintained in accordance with UCA 34A-2-420.

AGENCY: Workers' Compensation Fund Division

SERIES: 1005

TITLE: Personal injury claims case files

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 1(b)(f) (2008)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304(1) (2008)

AGENCY: Workers' Compensation Fund Division

SERIES: 6411

3

TITLE: Policy files

DATES: ca. 1980-1990.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This series contains claim files that include correspondence related to workers compensation insurance benefits, medical reports, reports of injury, the employee name, address, claim number, date of injury, letters denying claims, medical billings, and check stubs for benefits paid. The series also includes employee payroll and premium reports, form letters requesting information from employers, employer quarterly reports, and state insurance fund applications.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2005.

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 microfilmed and then destroy provided microfilm has passed inspection.

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

AGENCY: Workers' Compensation Fund Division

SERIES: 6411

TITLE: Policy files

(continued)

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

PRIMARY CLASSIFICATION:

Private

AGENCY: Workers' Compensation Fund Division

SERIES: 11766

3

TITLE: Premium register

DATES: 1938-1939.

ARRANGEMENT: chronological

DESCRIPTION:

Accounts receivable showing name of assured company, premiums, date, invoice numbers, and account amounts.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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 transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 20.

PRIMARY CLASSIFICATION:

Public

AGENCY: Workers' Compensation Fund Division

SERIES: 1010

3

TITLE: Publications

DATES: 1914-1975.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical. If unique, see Schedule 1 Item 44.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 State Archives permanently with authority to weed.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Disposition based on the value of these records in documenting the history of the agency.

AGENCY: Workers' Compensation Fund Division

SERIES: 1010

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Workers' Compensation Fund Division

SERIES: 8322 3

TITLE: Resolutions and motions of the Finance Commission on issues concerning the State Insurance Fund

DATES: 1941.

ARRANGEMENT: None

DESCRIPTION:

These are records of changes made by the Finance Commission for work procedures in certain trades or areas of employment. These were changes made as a result of unsafe practices identified by the Industrial Commission through the claims filed with the State Insurance Fund. These claims were filed by employees who had suffered on-the-job accidents. The records also document any policy changes adopted by the Commission.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1986.

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 or until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records are located in the Records Center for permanent storage and should be located and transferred to the Archives.

AGENCY: Workers' Compensation Fund Division

SERIES: 12345

3

TITLE: Resolutions and orders

DATES: 1942-1952.

ARRANGEMENT: Chronological

DESCRIPTION:

These are resolutions and orders by the Finance Commission and the Industrial Commission affecting the State Insurance Fund.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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

SERIES: 3968

3

TITLE: Travel expense vouchers

DATES: 1952-1954.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 State Archives permanently with authority to weed.

AGENCY: Workers' Compensation Fund Division

SERIES: 17447

1

TITLE: Void warrants

DATES: 1980-1990.

ARRANGEMENT:

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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

SERIES: 17435

3

TITLE: Warrants redeemed

DATES: 1974-1982.

ARRANGEMENT: Numerical by warrant number

DESCRIPTION:

Actual warrant or check cut from warrant request to pay for services rendered.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 7 years and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 47.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

AGENCY: Workers' Compensation Fund Division

SERIES: 6827

3

TITLE: Workers compensation fund policyholders newsletter files

DATES: i 1982-1991.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These files document changes in insurance rates, dividends, procedures, and legislation affecting workers' compensation policy holders. It is published quarterly. As of March, 1991, Workers' Compensation Fund no longer participates in the programs and facilities offered by the Utah State Archives.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This disposition is based on the significant value as evidentiary documentation and insight into the nature of the relationship between the division and its policy holders.

PRIMARY CLASSIFICATION:

Public

AGENCY: Workers' Compensation Fund Division

SERIES: 6826

3

TITLE: Workers' compensation employee newsletter

DATES: i 1986-1991.

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

This newsletter is created for internal use by the employees of the Workers' Compensation Fund and is restricted to conveying social news. It is published biweekly. As of March, 1991, Workers' Compensation Fund no longer participates in the programs and facilities offered by the Utah State Archives.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 disposition is based on the needs expressed by the agency.

PRIMARY CLASSIFICATION:

Public