Retention and Classification Report

Agency: Workers Compensation Fund Division. Administration (1279)

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

Records Officer

08510 *Administrative correspondence
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AGENCY: Workers Compensation Fund Division. Administration

SERIES: 8510 3
TITLE: Administrative correspondence
DATES: 1982-1990.
ARRANGEMENT: Chronological
DESCRIPTION:

These files document the primary mission and internal administration of the Workers' Compensation Fund division which is to provide compensatory support to employees throughout the state who have been injured while on the job. Other correspondence, accumulated by the division, relates to the housekeeping activities of the office. These files include memos and letters to and from employers, employees, other state agencies, courts, and the National Council on compensation Insurance.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until no longer needed and then destroy.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public

AGENCY: Workers Compensation Fund Division. Administration

SERIES: 8511 3
TITLE: Annual leave compilation card
DATES: 1985-1990.
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

This is used to summarize the current year's leave taken by each employee. Each employee signs a card and then it is put in their personnel file. The information on these cards includes social security number, date hired, vacation rate, leave amounts during each pay period, leave balances, and employee's signature.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then file in personnel file.

APPRAISAL:

Administrative
The Annual Leave Compilation Card is signed at the end of the calendar year by the employee and then put into the employee's personnel file in accordance with GS 2, item 9b.

PRIMARY DESIGNATION:

Private

AGENCY: Workers Compensation Fund Division. Administration

SERIES: 8512 3
TITLE: Budget and planning files
DATES: 1979-1990.
ARRANGEMENT: Chronological
DESCRIPTION:

These are papers used to assist in the preparation of the division budget to justify budget requests presented to the department director. These files include working papers cost statements, and rough data accumulated in the preparation of annual budget estimates - including duplicate appropriation language sheets, narrative statements, and the bureau's copies of reports submitted to the budget office. It also contains reports on the status of appropriation accounts and apportionment. This information is used to justify budget requests. Budget summaries: low organizational number, program number, the fiscal year involved, the budget number, and a breakdown of budget items by classification showing the total budget allocation per item, account classification, amount of the annual work program, the allotment year-to-date, the current month's expenditures, the year-to-date expenditures, and the uncommitted allotment balance. Management Productivity Reference files: contains quarterly and annual reports regarding the effectiveness of the fund as a whole and by bureau. It measures the number of claims processed as opposed to the number from the previous quarter and year. It shows the number of audits that the Fund has conducted on policy holders, the totals of premiums collected, the number of new policies written, and the totals of dividends issued to policy holders. Workload increase requests: gives the year of the request, an analysis of alternative, the specific request, Schedule Six data, posting control information, the additional funds needed to meet the workload increase and the means of securing the funds, a breakdown of the increased staffing needed including the title and grade of the positions, the additional salary and benefits costs, and a breakdown of the increases in other expenses such as travel and space.

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 transfer to State

AGENCY: Workers Compensation Fund Division. Administration

SERIES: 8512
TITLE: Budget and planning files

(continued)

Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

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

APPRAISAL:

Administrative Fiscal Historical
This retention is based on General Schedule 5, Item 2.

PRIMARY DESIGNATION:
Public

AGENCY: Workers Compensation Fund Division. Administration

SERIES: 8515 3
TITLE: Capital outlay property inventory
DATES: 1984-1990.
ARRANGEMENT: Alphabetical by type of equipment

DESCRIPTION:

This file is used to track and control office equipment such as typewriters, chairs, and desks. The file includes a general description of the property, its original cost, and the inventory control number.

RETENTION:

Retain until update

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until next update and then destroy.

APPRAISAL:

Administrative Fiscal
This retention is based on the GAO's Comprehensive Schedule 013-02.

AGENCY: Workers Compensation Fund Division. Administration

SERIES: 8513 3
TITLE: Completed applications for leave
DATES: 1985-1990.
ARRANGEMENT: Chronological
DESCRIPTION:

This is the authorization and record copy for each employee who takes leave during work hours. This is also the source document for the annual leave documentation card. These forms include employee's name, department and division, type of leave, the number of leave hours, the date of the request, the employee's signature, and their supervisor signature.

RETENTION:

Retain 1 year

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative
This retention is based on General Schedule 2, Item 9.

PRIMARY DESIGNATION:
Private

AGENCY: Workers Compensation Fund Division. Administration

SERIES: 8514 3
TITLE: Education assistance contracts
DATES: 1983-1990.
ARRANGEMENT: Chronological
DESCRIPTION:

These are the agreements between the division and its employees on the employee's enrollment in institutional training not offered by the state. The contract indicates the terms of assistance, what will be paid for and obligates the individual to work for the state one year after successful completion of the term. This contract is completed every term an employee enrolls in. These contracts include individual's name, terms of what the state will pay for, a list of classes, and a description of the courses.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Legal
This retention is based on the GAO Comprehensive Schedule 011-82(b).

AGENCY: Workers Compensation Fund Division. Administration

SERIES: 8514
TITLE: Education assistance contracts

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Workers Compensation Fund Division. Administration

SERIES: 8516 3
TITLE: Out of state travel authorizations
DATES: 1984-1990.
ARRANGEMENT: Chronological
DESCRIPTION:

This is an authorization to travel sent through the division and the department to Finance. There it is used as a verifying document that the individual submitting the travel voucher was authorized to travel and allows Finance to pay them. This record includes an estimation of the cost of the trip, the destination and the dates of the trip, the employee's name, the employee's division and department, an authorizing signature, the low organization number, and the reason for travel.

RETENTION:

Retain 3 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

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
This retention is based on GS 9, items 3a and 4a.

AGENCY: Workers Compensation Fund Division. Administration

SERIES: 8516
TITLE: Out of state travel authorizations

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Workers Compensation Fund Division. Administration

SERIES: 8517 3
TITLE: Personnel files
DATES: 1948-1990.
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

This is the complete work history of an individual while employed by the state. The files include name, address, social security number, work history, all changes in employee's grade, step, pay, position title and classification code, letters of commendation, letters of recommendation, training completion certificates, application for employment, performance appraisal information, salary history, low organization number, distribution code, performance plans, and position descriptions questionnaires. Actions include new hire information, rehire information, cost of living adjustment, promotion, reinstatement, transfer from divisions, performance increases, reassignments, leave without pay status, productivity increase, special adjustments, demotions, reclassifications, longevity, and other specified actions.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after separation and then transfer to State Records Center. Retain in State Records Center for 56 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative
This retention is based on General Schedule 1, Item 1.

AGENCY: Workers Compensation Fund Division. Administration

SERIES: 8517
TITLE: Personnel files

(continued)

PRIMARY DESIGNATION:
Private

AGENCY: Workers Compensation Fund Division. Administration

SERIES: 8518 3
TITLE: Policies and procedures
DATES: 1977-1990.
ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These are the policies and procedures that govern the operation and the administration of various programs in the division. This record includes copies of memos, sample letters, and forms stating procedures to be followed by division employees. It also includes the date of the memorandum, subject of the memo, and the policy or procedure to be implemented, procedures and policy for employee leave, exercise, employee benefits, incentive awards, training, performance plans and appraisals, filling positions, employee compensation, and employee conduct and development.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded or obsolete and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
This retention is based on General Schedule 16, Item 1a.

AGENCY: Workers Compensation Fund Division. Administration

SERIES: 8519 3
TITLE: Preliminary payroll
DATES: 1986-1990.
ARRANGEMENT: Chronological
DESCRIPTION:

This is a document sent from Finance to payroll clerks to record final corrections or adjustments regarding an employee's pay. A copy is sent back to Finance for entry into the Payroll System. The agency copy is kept for reference only. This record includes social security number, employee's name, grade and step, hourly wage, marital status, tax information, and hours worked.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative
This retention is based on General Schedule 2, Item 15.

PRIMARY DESIGNATION:

Private

AGENCY: Workers Compensation Fund Division. Administration

SERIES: 8520 3
TITLE: Records transfer sheets
DATES: 1977-1990.
ARRANGEMENT: Alphabetical by records title, thereunder Chronological
DESCRIPTION:

These are inventories of all records sent to the Utah State Archives. A copy of the transfer sheet is transferred along with the records to the State Archives. When the transfer is complete and the records have been processed and stored, the transfer sheet with the accession number and shelf locations is returned to the agency. These documents include name of originating agency and the records officer, date of the transfer, the accession number, the retention and disposition of the records series, and description of the contents of all boxes' transferred object matter.

RETENTION:

Retain 2 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after final disposition of the records is reached and then destroy.

APPRAISAL:

Administrative
This retention is based on General Schedule 16, Item 3b.

AGENCY: Workers Compensation Fund Division. Administration

SERIES: 8521 3
TITLE: Staff minutes
DATES: 1983-1990.
ARRANGEMENT: Chronological
DESCRIPTION:

These are the administrative minutes of the divisional staff meetings. They document any administrative decisions reached by the staff and contain an abstract of the conversation between staff during the staff meeting. These documents include date and time of meeting, attendees, summaries of conversations, and decisions reached.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
These are important evidential records for documenting the activities of the Worker's Compensation Fund.

PRIMARY DESIGNATION:

Public

AGENCY: Workers Compensation Fund Division. Administration

SERIES: 8522 3
TITLE: Workers' compensation employee newsletter
DATES: 1986-1990.
ARRANGEMENT: Chronological
DESCRIPTION:

This is an internal release for consumption by the employees at the Workers' Compensation Fund. It is published bi-weekly. It is strictly a medium for conveying social news. This record includes letters to the editor, construction project progress reports, employee news, and social news.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative
This has no research value since it does not deal with issues of significance to the division or state.

AGENCY: Workers Compensation Fund Division. Administration

SERIES: 8523 3
TITLE: Workers' compensation fund newsletter for policyholders

DATES: 1982-1990.
ARRANGEMENT: Chronological
DESCRIPTION:

It is used to inform policyholders about changes in insurance rates, dividends, procedures, and legislation affecting workers' compensation. It is published quarterly. The information includes date, news section, staff names, and telephone numbers for points of contact.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
This has significant value as evidentiary documentation. It provides insight into the nature of the relationship between the division and its policyholders.