

Retention and Classification Report

Agency: Workers Compensation Fund Division. Claims (1280)
560 South 300 East
Salt Lake City, UT 84110
538-8090

Records Officer

08524 *Active insurance fund claims files
08527 *Claim card files
08525 *Inactive insurance claims files
06837 *Inactive policy holders' case files
07210 *Insurance fund claim files
08526 *Redeemed warrants for claims payments
06997 *Worker's supplemental compensation claims

AGENCY: Workers Compensation Fund Division. Claims

SERIES: 8524

3

TITLE: Active insurance fund claims files

DATES: 1927-1990.

ARRANGEMENT: Numerical by case number

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 individuals. They are considered vital records and are backed-up by the master file on the management information system. These files include correspondence with physicians, employers, and injured employees; injury reports filed by the employee, the employer, and the doctor; employment histories, medical histories, and psychological profiles; invoices from providers; payment histories; court records and legal working papers; 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 10/01/1986.

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 until case is closed and then transfer to inactive case files.

APPRAISAL:

Administrative Legal

AGENCY: Workers Compensation Fund Division. Claims

SERIES: 8524

TITLE: Active insurance fund claims files

(continued)

PRIMARY CLASSIFICATION:

Private Except for psychological profiles, legal working papers, and insurance adjusters working papers.

SECONDARY CLASSIFICATION(S):

Controlled. Psychological profiles, legal working papers, and insurance adjusters working papers.

AGENCY: Workers Compensation Fund Division. Claims

SERIES: 8527

3

TITLE: Claim card files

DATES: 1950-1976.

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are reference files which document the number of claims filed by employer. It was a management tool used by Workers' Compensation to statistically track the number and type of accidents at each employer in the state of Utah. This function is now performed on the management information system. The information in these files includes name of policyholder, policy number, name of injured party, date of injury, and type of injury.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office until no longer administratively valuable and then destroy.

APPRAISAL:

Administrative Historical

This is a potentially valuable database for statistical research into on-the-job accidents within Utah. This is one-of-a-kind information. They should be maintained permanently for this reason. Previous decision: RDR 76-76: office use ends.

AGENCY: Workers Compensation Fund Division. Claims

SERIES: 8527

TITLE: Claim card files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Workers Compensation Fund Division. Claims

SERIES: 8525

3

TITLE: Inactive insurance claims files

DATES: 1917-1990.

ARRANGEMENT: None

DESCRIPTION:

These are 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, medical histories, and psychological profiles; invoices from providers; payment histories; court records, and legal working papers; 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 10/01/1986.

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 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 Office 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 Workers' Compensation of Utah, and the Second 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,

AGENCY: Workers Compensation Fund Division. Claims

SERIES: 8525

TITLE: Inactive insurance claims files

(continued)

filed October 27, 1978. The medical payment histories will not be filmed with the rest of the records in the files.

PRIMARY CLASSIFICATION:

Private Except for psychological profiles, legal working papers, and insurance adjusters working papers.

SECONDARY CLASSIFICATION(S):

Controlled. Psychological profiles, legal working papers, and insurance adjusters working papers.

AGENCY: Workers Compensation Fund Division. Claims

SERIES: 6837

1

TITLE: Inactive policy holders' case files

DATES: 1982-1990.

ARRANGEMENT: Alphanumerical by date/name

DESCRIPTION:

these are inactive files of policy holder's who subscribe their job injury insurance from this agency. They are occasionally used as source data if a former policyholder wants to be reinstated.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

PRIMARY CLASSIFICATION:

Private

AGENCY: Workers Compensation Fund Division. Claims

SERIES: 7210

3

TITLE: Insurance fund claim files

DATES: 1910-1987.

ARRANGEMENT: chronological

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain 80 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1992.

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 Records Center for 80 years and then destroy.

Microfilm duplicate: Retain in Office for 80 years and then destroy.

AGENCY: Workers Compensation Fund Division. Claims

SERIES: 7210

TITLE: Insurance fund claim files

(continued)

APPRAISAL:

Administrative Legal This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 33. These records have legal value as they are maintained in accordance with UCA 34A-2-420.

PRIMARY CLASSIFICATION:

Private

AGENCY: Workers Compensation Fund Division. Claims

SERIES: 8526

3

TITLE: Redeemed warrants for claims payments

DATES: 1984-1990.

ARRANGEMENT: None

DESCRIPTION:

These files document the disbursements made to claimants and policyholders for workers' compensation payments or medical payments. They are arranged by date of redemption and are considered vital records. The information in these files includes payee's name and address, amount of payment, check number, and check date.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

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 months and then microfilm and destroy provided microfilm has passed inspection.

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

APPRAISAL:

Administrative Legal

This retention is based on the statute of limitations prescribed in UCA 78-12-23(2). Previous decision: RDR 80-47: 6 months.

PRIMARY CLASSIFICATION:

Private

AGENCY: Workers Compensation Fund Division. Claims

SERIES: 6997

1

TITLE: Worker's supplemental compensation claims

DATES: 1981-1981.

ARRANGEMENT: Numerical by claim number

DESCRIPTION:

These records include compensation awarded to employees through a worker's compensation claim. Information includes monetary awards, hospital and doctor invoices, copies of time cards, and employee names.

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 until microfilmed and then destroy provided microfilm has passed inspection.

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

PRIMARY CLASSIFICATION:

Private