Retention and Classification Report

Agency: Labor Commission. Division of Boiler and Elevator Safety (1416)

Labor Commission
160 East 300 South, P.O. Box 146620
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530-6872

Records Officer

21895		Boiler and pressure vessel inspection reports
21870		Boiler inspection manuals and texts
82925		Elevator inspection reports
82914		Inspection check copies
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22375		Purchase requisitions
22919		Scrap/out-of-service boilers and pressure vessel files

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 21895 3
TITLE: Boiler and pressure vessel inspection reports
DATES: 1970-
ARRANGEMENT: Alphabetical by name of business.
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

This series contains the initial and subsequently scheduled boiler and pressure vessel inspection reports for the state of Utah. The reports are used to determine whether boilers and pressure vessels in publicly used buildings meet state regulations. Series information includes descriptions, names of inspectors, dates of inspections, billing information, monthly statistical reports, and all related correspondence. In addition, the files may contain Certificates of Competency issued by the Commission granting an individual the authority to inspect boilers and pressure vessels.

RETENTION:

Retain Retain 100 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 10/01/2009.

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: For records beginning in 1970 through 2007. Retain in Office until microfilmed and then transfer to State Records Center. Retain in State Records Center for 100 years and then destroy.

Microfilm master: For records prior to and including 2007. Retain in State Records Center for 100 years and then destroy.

Microfilm duplicate: For records prior to and including 2007. Retain in Office for 100 years and then destroy.

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 21895
TITLE: Boiler and pressure vessel inspection reports

(continued)

Computer data files: For records beginning in 2007 and continuing to the present. Retain in Office for 100 years and then delete.

APPRAISAL:
Administrative

This appraisal is based on the agency's responsibility for approving boiler and pressure vessel safety in publicly used buildings.

PRIMARY CLASSIFICATION:
Public

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 21870 3
TITLE: Boiler inspection manuals and texts
DATES: 1974-
ARRANGEMENT: Alphabetical by title
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

This record series consists of manuals and texts which provide the specifications for boiler and pressure vessel installation and maintenance. The series is used as support documentation for the inspection of boilers and pressure vessels. The manuals document the standards used during the inspection process. Boilers are inspected annually or biennially by the Labor Commission. The boiler inspection report, series 82926 is maintained permanently.

RETENTION:

Retain 100 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1999.

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

APPRAISAL:

Administrative Historical

This disposition is based on the administrative and historical value of this record to document the boiler inspection process to meet the requirements of UCA 34A-7-101 (1999). The 100 year retention period is based on the potential lifespan of a boiler.

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 21870
TITLE: Boiler inspection manuals and texts

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 82925 3
TITLE: Elevator inspection reports
DATES: 1970-
ARRANGEMENT: Numerical by state elevator number.
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

This series contains the initial and subsequent biennial elevator inspection reports for the state of Utah. Reports are used to determine whether elevators in publicly used buildings meet state safety regulations. Reports include elevator descriptions, names of inspectors, certificates of inspection, inspection dates, billing information, and related correspondence.

RETENTION:

Retain 100 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2009.

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: For records beginning in 1970 through 2007. Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 98 years and then destroy.

Computer data files: For records beginning in 2007 and continuing to the present. Retain in Office for 100 years and then delete.

APPRAISAL:

Administrative

This appraisal is based on the agency's responsibility for approving elevator safety in publicly used buildings.

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 82925
TITLE: Elevator inspection reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 82914 3
TITLE: Inspection check copies
DATES: 1980-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These are copies of checks or money orders received for elevator and boiler inspections performed by the Division of Safety. They are used by the agency to verify payment of inspections if a question arises.

RETENTION:

Retain 6 months.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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.

APPRAISAL:

Administrative

This retention is based on agency needs per agency request. These records are only kept for agency convenience in verification of payments.

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 82914
TITLE: Inspection check copies

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 82927 3
TITLE: Invoices not paid
DATES: 1985-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION:
DESCRIPTION:

These are files on companies which received an inspection of a boiler or elevator, but never paid for that inspection. They include a copy of the invoice, final notices for payment, and all related correspondence.

RETENTION:

Retain 3 years after payment received or collection completed.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 after payment is made or collection procedures completed and then destroy.

APPRAISAL:

Administrative Fiscal

These documents should be kept for audit purposes after a conclusion has been reached regarding payment.

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 82927
TITLE: Invoices not paid

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 83093 3
TITLE: Mine employees certifications
DATES: 1960-
ARRANGEMENT: Alphabetical by employee name, thereunder by mine
ANNUAL ACCUMULATION:
DESCRIPTION:

These are mandatory certifications of all mine workers in Utah. This series includes the name, position, and certification number of each employee, as well as some related correspondence.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Private

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 82938 3
TITLE: Mine fatalities
DATES: 1946-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are files of fatalities occurring in various mines in Utah. They describe the type of mine, the cause of death, and other personal and family information.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Private

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 82939 3
TITLE: Mine fatality listings
DATES: 1968-1986.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are listings of all the fatalities occurring in mines in Utah. Includes name of worker, number of dependents, age, marital status, place of work, and the cause of death.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Private

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 83091 3
TITLE: Mine inspection reports
DATES: ca. 1945-
ARRANGEMENT: Alphabetical by county, thereunder by mine.
ANNUAL ACCUMULATION:
DESCRIPTION:

These are reports of inspections performed on mines in Utah. They state whether or not the mine passed inspection and the areas to be remedied. These reports include the name and signature of the inspector and the Commissioner. Microfilm titles indicate they include old metal mine files.

RETENTION:

Retain 5 years.

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 Office for 5 years after being microfilmed and then transfer to State Archives 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: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 83091
TITLE: Mine inspection reports

(continued)

APPRAISAL:

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

These reports document the history of mining.

PRIMARY CLASSIFICATION:

Public

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 11949 3
TITLE: Mine inspector's contingent fund account book
DATES: 1913-1917.
ARRANGEMENT: chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

Account book with spreadsheet showing daily expenditures for payroll, travel, printing, and sundries. Also shows daily total expenditures and calculation of quarterly balance.

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:

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

These records have temporary administrative and fiscal value and may be destroyed according to the retention schedule.

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 11949
TITLE: Mine inspector's contingent fund account book

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 82940 3
TITLE: Mine listings in Utah
DATES: 1950-
ARRANGEMENT: alphabetical by county
ANNUAL ACCUMULATION:
DESCRIPTION:

These are listings of mines in the State of Utah. Includes name, location and types of mines.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 83107 3
TITLE: Mine production reports
DATES: undated
ARRANGEMENT: Alphabetical by type, name, location
ANNUAL ACCUMULATION:
DESCRIPTION:

These reports document mineral production in mines throughout Utah. They include figures for state-wide production and figures for individual mines.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 83108 3
TITLE: Mine worker radiation exposure reports
DATES: 1974-1985.
ARRANGEMENT: Alphabetical by employee's name
ANNUAL ACCUMULATION:
DESCRIPTION:

These files document the level of radiation mine workers were exposed to, tested on a quarterly basis. They include the names and social security numbers of the mine workers, the level of radiation exposure measured, and some related correspondence.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives permanently.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office until administrative value has been met and then destroy.

APPRAISAL:

Administrative Historical

Since these records have been used for research many times in the past and serve as important historical documents, they should be microfilmed to insure their prolonged integrity.

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 83108
TITLE: Mine worker radiation exposure reports

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 22375 3
TITLE: Purchase requisitions
DATES: 1992-1996
ARRANGEMENT: Chronological by fiscal year
TOTAL VOLUME: 1.00 cubic foot.
DESCRIPTION:

Documentation of purchase requisitions for the Safety Division. Purchase requisitions are now maintained by the Commission's accounting office.

RETENTION:

Retain 4 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 Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 13, Item 10.

PRIMARY CLASSIFICATION:

Public

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 22919 3
TITLE: Scrap/out-of-service boilers and pressure vessel files
DATES: 1999-
ARRANGEMENT: Chronological by date received
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These files serve as notification to the Commission that a boiler or pressure vessel is no longer in service. The notification may be that the boiler or pressure vessel is being permanently removed from the location or is out of service. Occassionally, a boiler or pressure vessel is scrapped from active use but may become active upon a future inspection. The notification report contains a brief description of the boiler or pressure vessel, name of the manufacturer, type of boiler or pressure vessel, etc.

RETENTION:

Retain paper copy for 5 years. The electronic version is retained permanently by the Commission.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/2000.

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 entered into the database and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office permanently.

APPRAISAL:

Administrative

AGENCY: Labor Commission. Division of Boiler and Elevator Safety

SERIES: 22919
TITLE: Scrap/out-of-service boilers and pressure vessel files

(continued)

PRIMARY CLASSIFICATION:
Public