Retention and Classification Report

Agency: Risk Management Mutual Association (2222)

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Records Officer Kathy Kenison

18216	Annual financial reports
18214	Liability claims files
18312	Payroll records
18221	Personnel files
18313	Policy and program development records
18641	Warrant requests
27199	Workers compensation claims files

AGENCY: Risk Management Mutual Association

SERIES: 18216 3
TITLE: Annual financial reports
DATES: 1985-
ARRANGEMENT: Chronological
DESCRIPTION:

These are the general financial records of the organization. The records include trial balances, income statements, investment reports, and bank reconciliations.

RETENTION:

Retain 5 years after close of fiscal year and then microfilm.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1997

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 close of fiscal year or until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

AGENCY: Risk Management Mutual Association

SERIES: 18216
TITLE: Annual financial reports

(continued)

APPRAISAL:

Administrative Fiscal
This disposition is based on the administrative value of the agency. The records are subject to audits and are considered vital.

PRIMARY CLASSIFICATION:
Public UCA 63G-2-301(1)(g) and UCA 63G-2-301(2)(e)

AGENCY: Risk Management Mutual Association

SERIES: 18214 3
TITLE: Liability claims files
DATES: 1985-
ARRANGEMENT: Chronological, thereunder alphabetical by city and by claimant within the city
DESCRIPTION:

These are case files of the reporting, investigation and settlement of liability claims against member municipalities. The records include notice of claim forms, investigation reports, release and covenant not to sue, confidential attorney-client documents, and court documents.

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1997

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 claims have been closed and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

AGENCY: Risk Management Mutual Association

SERIES: 18214
TITLE: Liability claims files

(continued)

APPRAISAL:

Administrative
This disposition is based on the administrative value of the agency. The records are subject to litigation and are considered vital.

PRIMARY CLASSIFICATION:

Protected	UCA 63G-2-305(15)(16)(17)

SECONDARY CLASSIFICATION(S):

Public.	UCA 63G-2-301(f)
Controlled.	UCA 63G-2-304(1)

AGENCY: Risk Management Mutual Association

SERIES: 18312 3
TITLE: Payroll records
DATES: 1985-
ARRANGEMENT: Chronological, thereunder alphabetical by employee name
DESCRIPTION:

This series consists of payroll information for Utah Risk Management Mutual Association employees. The records include time cards and payroll registers.

RETENTION:

Retain 30 years after separation of employee.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1997

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 separation of employee or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 30 years after separation of employee and then destroy.

Microfilm duplicate: Retain in Office for 30 years after separation of employee and then destroy.

AGENCY: Risk Management Mutual Association

SERIES: 18312
TITLE: Payroll records

(continued)

APPRAISAL:

Administrative
This disposition is based on the administrative value of the agency.

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302(1)(e)

SECONDARY CLASSIFICATION(S):
Public. UCA 63G-2-301(1)(b)

AGENCY: Risk Management Mutual Association

SERIES: 18221 3
TITLE: Personnel files
DATES: 1985-
ARRANGEMENT: Alphabetical by employees last names
DESCRIPTION:

These records are the personnel files that relate to the supervision and management of Utah Risk Management Mutual Association employees. The records include applications for employment, employment agreements, performance evaluations, letters of comendation, letters of reprimand, W-2 forms, bonus and payroll information, and letters of termination.

RETENTION:

Retain 30 years after separation of employee or until 3 years after retirement whichever is longer.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1997

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 separation of employee and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 30 years after separation of employee or until 3 years after retirement whichever is longer and then destroy.

Microfilm duplicate: Retain in Office for 30 years after separation of employee or until 3 years after retirement whichever is longer and then destroy.

AGENCY: Risk Management Mutual Association

SERIES: 18221
TITLE: Personnel files

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative value of the agency. The records may be subject to litigation purposes and are considered vital.

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302(1)(b) and UCA 63G-2-302(2)(e)

SECONDARY CLASSIFICATION(S):
Public. UCA 63G-2-301(1)(b)

AGENCY: Risk Management Mutual Association

SERIES: 18313 3
TITLE: Policy and program development records
DATES: 1985-
ARRANGEMENT: Alphabetical by subject, thereunder chronological by year
DESCRIPTION:

This series consists of general information regarding the day to day operations of Utah Risk Management Mutual Association. The records include board meeting agenda packets and minutes, service provider agreements, general correspondence and historical data.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1997

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 or until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Risk Management Mutual Association

SERIES: 18313
TITLE: Policy and program development records

(continued)

APPRAISAL:

Administrative
This disposition is based on the administrative value of the agency. The record is considered somewhat vital.

PRIMARY CLASSIFICATION:
Public UCA 63G-2-301(1)(e), 63G-2-301(2)(b) and 63G-2-301(3)

AGENCY: Risk Management Mutual Association

SERIES: 18641 3
TITLE: Warrant requests
DATES: 1988-
ARRANGEMENT: Chronological thereunder numerical by warrant request number
DESCRIPTION:

These are requests from entities to pay vendors.

RETENTION:

Retain for 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 27.

AUTHORIZED: 05/06/1997

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 4 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 4 years and then destroy.

Microfilm duplicate: Retain in Office for 4 years and then destroy.

APPRAISAL:

AGENCY: Risk Management Mutual Association

SERIES: 18641
TITLE: Warrant requests

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. 63G-2-302(1)(f)

AGENCY: Risk Management Mutual Association

SERIES: 27199 1
TITLE: Workers compensation claims files

DATES: 1993-
ARRANGEMENT: Alphabetical by name of city, thereunder by name of claimant.
DESCRIPTION:

This series contains workers' compensation claims for municipality employees insured by URMMA (Utah Risk Management Mutual Association). Records are used to record personal injuries suffered by employees and proscribed medical treatments. Information includes names, addresses, Social Security numbers, medical conditions and prognoses.

RETENTION:

Retain 80 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

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: Risk Management Mutual Association

SERIES: 27199
TITLE: Workers compensation claims files

(continued)

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:
Public