Retention and Classification Report

Agency: Labor Commission. Adjudication Division (2411)

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Records Officer Sara Danielson

21924	*	Adjudication final orders and compensation agreements
21884	*	Card index to contested case files
14567		Compensation agreements and lump sum working files
82227		Contested court case files
82665	*	Silicosis files
83028	*	Workers' compensation claimant x-rays

AGENCY: Labor Commission. Adjudication Division

SERIES: 21924 3
TITLE: Adjudication final orders and compensation agreements

DATES: 1920-2014.
ARRANGEMENT: Chronological by date of approval
DESCRIPTION:

This series includes the final resolution documentation of the Administrative Law Judge's (ALJ), Labor Commission and Appeals Board in Worker's Compensation, Occupational Disease, Occupational Safety and Health, Employment Discrimination, Fair Housing and Wage Claim cases and compensation agreements for workers' compensation claims. The compensation agreement is used to enter into an agreement for a permanent partial award. Information includes the name and address of the parties involved, social security number and telephone number. The supporting documentation for the compensation agreements (series 14567, Compensation agreements and lump sum working files) is retained for 75 years. The supporting documentation for the final orders (series 82227, Contested Case Files) is retained for 75 years.

RETENTION:

Retain 75 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 07/01/1999.

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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 75 years and then destroy.

AGENCY: Labor Commission. Adjudication Division

SERIES: 21924
TITLE: Adjudication final orders and compensation agreements

(continued)

Microfilm duplicate: Retain in Office for 75 years and then destroy.

APPRAISAL:
Administrative

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302 (2008)

SECONDARY CLASSIFICATION(S):
Public. Final Orders

AGENCY: Labor Commission. Adjudication Division

SERIES: 21884 3
TITLE: Card index to contested case files
DATES: 1920-2014.
ARRANGEMENT: Alphabetical by claimant's name
DESCRIPTION:

Indices, lists, catalogs, registers, guides, and other aids necessary for the efficient use of other records.

RETENTION:

Retain 75 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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 75 years and then destroy.

Microfilm duplicate: Retain in Office for 75 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 11.

AGENCY: Labor Commission. Adjudication Division

SERIES: 21884
TITLE: Card index to contested case files

(continued)

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302 (2008)

AGENCY: Labor Commission. Adjudication Division

SERIES: 14567 3
TITLE: Compensation agreements and lump sum working files
DATES: 1920-
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION: 7.00 cubic feet.
DESCRIPTION:

This series provides support documentation for the compensation agreements for workers' compensation claims. The series consist of the Compensation Agreement - Form 019 and the Lump-sum application - Form 134. The compensation agreement is used to enter into an agreement for a permanent partial award. The lump-sum form is used by an employee when applying for a lump sum or advance payment for a permanent partial award. Information includes the name and address of the employee, financial information, marital status, medical information, salary information, social security number and telephone number. The original Compensation agreement, series 21924 is retained for 75 years.

RETENTION:

Retain 75 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1999.

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 74 years and then destroy.

AGENCY: Labor Commission. Adjudication Division

SERIES: 14567
TITLE: Compensation agreements and lump sum working files

(continued)

APPRAISAL:
Administrative Legal

The Agency requested an increase in the retention period to make the retention period consistent with the retention period for similar working files. The original approved retention period had been 10 years.

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302 (2008)

AGENCY: Labor Commission. Adjudication Division

SERIES: 82227 3
TITLE: Contested court case files
DATES: 1950-
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION: 20.00 cubic feet.
DESCRIPTION:

These are files on individuals who file for a hearing before the Adjudication Division. This may be the case if an insurance company discontinues or decreases payment contrary to the individual's understanding, or the initial agreement of compensation from the insurance carrier was not settled, or other such problems. These files include: all related medical information; all related doctor, attorney, or other correspondence; pre-hearing settlement offers; application for hearing; notices of hearing; orders from the Commission; hearing tapes; and judges' case notes.

RETENTION:

Retain 75 years after case is closed.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 09/01/1988.

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 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 74 years and then destroy provided no litigation is pending.

AGENCY: Labor Commission. Adjudication Division

SERIES: 82227
TITLE: Contested court case files

(continued)

APPRAISAL:
Administrative

PRIMARY CLASSIFICATION:

Private	UCA 63G-2-302 (2008)

SECONDARY CLASSIFICATION(S):

Public.	Commission decisions and orders
Controlled.	UCA 63G-2-304 (2008) Psychiatric and Psychological Data
Exempt.	Judge's notes

AGENCY: Labor Commission. Adjudication Division

SERIES: 82665 3
TITLE: Silicosis files
DATES: 1920-1950.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These records document silicosis cases, mainly among mine workers. Silicosis is a terminal condition resulting from inhalation of silicon dioxide dust. These files include medical records, settlement disputes over workers' compensation benefits, settlement agreements, notices of hearings, transcripts of hearings, doctors' reports, and all related correspondence.

This series refers only to those cases which during the inclusive dates were maintained separately from other industrial accident claims. There are three boxes of these in the Records Center, filed chronologically and by name. Silicosis files are now microfilmed and maintained with all other industrial accident files and are not included in this record series. See series 82010, 82215, 82227, and 83028.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

These records have historical value and should be maintained permanently for research needs.

AGENCY: Labor Commission. Adjudication Division

SERIES: 82665
TITLE: Silicosis files

(continued)

PRIMARY CLASSIFICATION:
Private

SECONDARY CLASSIFICATION(S):

Controlled.	UCA 63G-2-304 (2008)
Exempt.	Judge's notes

AGENCY: Labor Commission. Adjudication Division

SERIES: 83028 3
TITLE: Workers' compensation claimant x-rays
DATES: [ca.^1950]-2014.
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION:
DESCRIPTION:

These are X-rays which accompany Workers' Compensation claimants' medical files. They are maintained separately from the other claimant information. The information includes name, patient number, and date of injury.

RETENTION:

Retain 75 years after date of injury.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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.

X-rays: Retain in Office for 75 years after date of injury and then destroy provided silver is recovered.

APPRAISAL:

Administrative

All information regarding an individual's industrial accident claim should be destroyed at the same time. These files should be retained for the life of the individual in order to assure documentation in the event a problem arises.

AGENCY: Labor Commission. Adjudication Division

SERIES: 83028
TITLE: Workers' compensation claimant x-rays

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. all unique identifiers