Retention and Classification Report

Agency: Labor Commission (525)

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Salt Lake City, UT 84111
801-538-6814

Records Officer Sara Danielson

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01286		Administrative records
18100	*	Appeals files
18097		Biennial reports
82525		Cancelled or expired insurance coverage closed investigatio
28522		Cash receipt logs and bank reconciliations
19506		Commission and appeals board decisions
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23348		Contested Case Files II
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05200 *Minutes
01288 *Motion records
82913 No insurance coverage investigation case files
81186 No liability case files
81380 Office files card index
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81378 *Out of court settlements
06820 *Out of state travel authorization files
81538 Payroll automated system reports
14859 *Pending files
25170 *Personnel records
06822 Policies and procedures files
06823 *Preliminary payroll files
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28521 Purchasing card and travel card reconciliations
81273 Reimbursement case files
01289 *Resolution records
82519 Self-insured company files
01290 *State insurance fund financial records
82521 Thirty-days-in-advance notices of cancellations of workers'
28523 Travel card reconciliations
82906 Uninsured employer fund cases on appeal
24231 *Vendor payment vouchers
19967 Voucher registers
82515 *Workers' compensation fund policy folders
82516 Workers' compensation insurance carrier cards
82991 *Workers' compensation insurance carrier cards indexing strip
82517 Workers' compensation insurance information automated dat

AGENCY: Labor Commission

SERIES: 25118 3
TITLE: Accounts Payable - Administrative

DATES: 1998-
ARRANGEMENT: Alphabetical by vendor name.
DESCRIPTION:

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices and purchasing records.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1996.

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 53.

This disposition is based on state general retention schedule item 7-53.

AGENCY: Labor Commission

SERIES: 25118
TITLE: Accounts Payable - Administrative

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Labor Commission

SERIES: 1286 3
TITLE: Administrative records
DATES: 1917-
ARRANGEMENT: Alphabetical by division, thereunder chronological by date
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These records provide a record of communication between the Commissioner and the various divisions within the Labor Commission. The material reflects the history of the Labor Commission. The files contain correspondence, reports, studies, agreements, organizational charts, policies and procedures, statistical information, minutes, etc.

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 05/01/2001.

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

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

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Labor Commission

SERIES: 1286
TITLE: Administrative records

(continued)

APPRAISAL:

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

This disposition is based on the historical value of the series. While portions of the material are duplicated at the division level, this series would provide a complete history of the Office of the Commissioner.

PRIMARY CLASSIFICATION:

Public

AGENCY: Labor Commission

SERIES: 18100 1
TITLE: Appeals files
DATES: 1974-1975.
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

Series created to permit linking of microfilm. Titles indicate these may be appeals files from the employment security section of the industrial commission.

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.

PRIMARY CLASSIFICATION:

Private

AGENCY: Labor Commission

SERIES: 18097 3
TITLE: Biennial reports
DATES: 1917-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

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 State Archives permanently with authority to weed.

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

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

Publications document agency history and functions. Publications have ongoing research value.

AGENCY: Labor Commission

SERIES: 18097
TITLE: Biennial reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Labor Commission

SERIES: 82525 3
TITLE: Cancelled or expired insurance coverage closed investigation files
DATES: 1950-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files document companies whose workers' compensation insurance policies expired or were canceled and who were thus not covered by workers' compensation insurance. These cases were followed by an examination of the company and the reason for no coverage was determined. This can be the case if a company has not paid its premiums, has gone out of business, or has changed policies or names and has not informed the Uninsured Employers' Fund. The files include the name(s) of the company, the names of past and present insurance carriers, the reasons for no coverage, and all related correspondence.

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 15 years and then destroy.

APPRAISAL:

Administrative

This retention is based on agency needs per agency request.

AGENCY: Labor Commission

SERIES: 28522 3
TITLE: Cash receipt logs and bank reconciliations
DATES: 2005-
ARRANGEMENT: Chronologically
ANNUAL ACCUMULATION:
DESCRIPTION:

These records include cash receipt logs, which document cash payments made to the agency for services rendered, such as providing inspections of elevators, boilers, or pressure vessels, collecting unpaid wages, and processing non-compliance fees assessed by Utah's Occupational Safety and Health Administration (OSHA) or by the Division of Industrial Accidents. The records also include bank reconciliation statements, which show the monthly deposits and reconciliation of the cash receipt logs.

RETENTION:

Retain 3 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 12/01/1996.

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 destroy.

APPRAISAL:
Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 9.

AGENCY: Labor Commission

SERIES: 28522
TITLE: Cash receipt logs and bank reconciliations

(continued)

PRIMARY CLASSIFICATION:
Public Utah Code 63G-2-301(3)(e) 2014

AGENCY: Labor Commission

SERIES: 19506 3
TITLE: Commission and appeals board decisions
DATES: 1982-1999
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These records provide a record of the final decisions of 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. The series consists of the final decision issued by the ALJ's, The Commission or Appeals Board and may contain the name and addresses of the parties involved, social security numbers, and summary of medical information. These final decisions and all supporting documentation are retained for 75 years under series 82227, Contested case files and series 14657, Compenstation agreements.

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 02/01/1998.

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 State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

AGENCY: Labor Commission

SERIES: 19506
TITLE: Commission and appeals board decisions

(continued)

APPRAISAL:
Administrative Historical Legal

This disposition is based on the historical value of the material in documenting the decisions of the Commission and to meet the requirements of Utah Code 34A-1-104 and Utah Code 34A-1-402.

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private

AGENCY: Labor Commission

SERIES: 81140 3
TITLE: Computer payroll printout
DATES: 1980-2003.
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION:
DESCRIPTION:

These are computer generated reports documenting all individuals on the Second Injury fund payroll for a work related injury. They are printed every four weeks, at the time the warrants for payment are prepared. They are needed for statistical analyses. The information includes names of all the applicants, vendor numbers, and amount of weekly payment.

RETENTION:

Retain 2 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 2 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 1.

This retention is based on agency needs per agency request.

AGENCY: Labor Commission

SERIES: 81140
TITLE: Computer payroll printout

(continued)

PRIMARY CLASSIFICATION:
Private

SECONDARY CLASSIFICATION(S):
Public

AGENCY: Labor Commission

SERIES: 14785 3
TITLE: Contested attorney case files
DATES: 1985-2005.
ARRANGEMENT: Alphabetical by name, thereunder chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These files were created and maintained by representing attorneys who handle cases brought by the Labor Commission against companies not in compliance with federal and state statutes. Case files also include cases brought by injured workers against the Uninsured Employers Fund and the Employers Reinsurance Fund. Files also include cases contesting Occupational Safety and Health citations. Labor Commission attorneys work these cases independent of the Attorney General's Office. Records include pleadings, depositions, attorney work product, discovery documents, interviews, and other investigation materials not brought before the judge.

RETENTION:

Retain 10 years after case closes.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/2013.

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 State Records Center. Retain in State Records Center for 10 years and then destroy provided no pending action or litigation.

Sound recordings: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then erase provided no pending action or litigation.

AGENCY: Labor Commission

SERIES: 14785
TITLE: Contested attorney case files

(continued)

Video recordings master: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy provided no pending action or litigation.

APPRAISAL:
Administrative

Any records pertinent or used during litigation are included in series 82227, and are retained for 75 years after the case closes. These records are kept as additional reference materials.

PRIMARY CLASSIFICATION:

Private	Utah Code 63G-2-302

SECONDARY CLASSIFICATION(S):

Public	
Protected.	Utah Code 63G-2-305(17)
Controlled.	Utah Code 63G-2-304

AGENCY: Labor Commission

SERIES: 23348 3
TITLE: Contested Case Files II
DATES: 2000-
ARRANGEMENT:
ANNUAL ACCUMULATION: 10.00 cubic feet.
DESCRIPTION:

This series consists of contested cases brought by injured workers for workers compensation benefits. These benefits are to be paid by statutorily created funds: Uninsured Employers Fund or the Employers Reinsurance Fund. Information in this series includes pleadings, depositions, attorney work product, discovery documents and orders. These cases may be reopened at any time until the death of the injured worker.

RETENTION:

Retain 75 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 02/01/2001.

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 6 months after after case closes and then transfer to State Records Center. Retain in State Records Center for 80 months and then destroy.

Video recordings master: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 80 months and then destroy.

Audio cassettes: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 80 months and then destroy.

AGENCY: Labor Commission

SERIES: 23348
TITLE: Contested Case Files II

(continued)

APPRAISAL:
Legal

Retention is based on the fact that employee has the right to seek additional benefits at any time throughout their lives. There is no statute of limitations for these injuries.

PRIMARY CLASSIFICATION:
Private

AGENCY: Labor Commission

SERIES: 18105 3
TITLE: Correspondence
DATES: 1977-
ARRANGEMENT: Chronological by date, thereunder alphabetical by commission member
ANNUAL ACCUMULATION:
DESCRIPTION:

According to microfilm title may include miscellaneous correspondence from county attorneys.

RETENTION:

Retain 1 year.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2005.

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 Archives with authority to weed.

APPRAISAL:

Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

Correspondence documents the administration or management of the office organization, it's policies, procedures and achievements.

AGENCY: Labor Commission

SERIES: 18105
TITLE: Correspondence

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Labor Commission

SERIES: 82520 3
TITLE: Deleted self insured company files
DATES: 1950-
ARRANGEMENT: Alphabetical by name of company
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files document companies who have been self insured for workers' compensation coverage, but are no longer. They include information regarding the company, such as types of operation and annual reports; statistical information regarding the number of employees and number of accidents per year; the dates of self-insurance; the date self insurance was canceled; and all related correspondence.

RETENTION:

Retain 45 years.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 42 years and then destroy.

APPRAISAL:

Administrative

This retention is based on agency needs per agency request.

AGENCY: Labor Commission

SERIES: 82520
TITLE: Deleted self insured company files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Labor Commission

SERIES: 6825 3
TITLE: Division staff minutes
DATES: 1983-1994.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

These files document the administrative minutes of the division staff meetings. Included are administrative decisions and abstracts of subjects discussed in the meetings. This series is now part of Series 1286 - Administrative Records.

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 3 years or until administrative needs ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

This disposition is based on the importance of these files in documenting the activities of the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Labor Commission

SERIES: 18099 3
TITLE: Employer records
DATES: 1973-1976.
ARRANGEMENT: Alphabetical by employer name.
TOTAL VOLUME:
DESCRIPTION:

Series created to permit linking of microfilm. Film titles indicate this may include employment security employer files, correspondence, new accounts, accounts correspondence, bonus cards, etc.

RETENTION:

Retain 1 year

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2003.

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.

Microfilm master: Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is due to the value of this material to researchers.

AGENCY: Labor Commission

SERIES: 18099
TITLE: Employer records

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Labor Commission

SERIES: 712 3
TITLE: Employer system

DATES: 1987-
ARRANGEMENT: Numerical by employer/UI number
TOTAL VOLUME:
DESCRIPTION:

This system keeps track of the employer and the employers' workers' compensation insurance and injuries, accidents, wage claims, elevator and boiler inspections and any discrimination violations. Some of the information generated has a major effect on the productivity of the employer and the well being of the employees. The intent of the system is to keep track of the Utah employer, their subsidiaries and their employees.
This series includes but is not limited to the number of employees, location of the business, safety compliance, discrimination information regarding employees, employeers reporting injuries, employers with Workers' Compensation coverage, number of employees paid for disabling injuries and the length of time they receive compensation.

RETENTION:

Retain 25 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 2 years and then transfer to State Records Center. Retain in State Records Center for 23 years and then destroy.

AGENCY: Labor Commission

SERIES: 712
TITLE: Employer system

(continued)

APPRAISAL:
Administrative Legal
This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 35.

PRIMARY CLASSIFICATION:
Private

AGENCY: Labor Commission

SERIES: 81272 3
TITLE: Employer's re-insurance fund cases on appeal
DATES: 1970-
ARRANGEMENT: Alphabetical by last name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These documents are generated by the Employer's Re-Insurance Fund. When a disabled worker's employer payment end, the re-insurance payment begins. This program is authorized by UCA 34-A-2-702. These files document cases in which an individual was considered ineligible in a court hearing for reimbursement for an industrial accident who is now contesting that decision. Once a decision is reached by the Court of Appeals regarding the case, the file is moved to a new location, such as the No Liability Files. The files include a description of the injury and how it occurred, medical reports, a request for preliminary hearing, hearing notices, affidavits, a summary of testimony heard at the hearing, the administrator's notes from the hearing, and an order from the Industrial Commission.

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 until Utah Court of Appeals decision has been made and then transfer under new retention.

APPRAISAL:

Administrative

AGENCY: Labor Commission

SERIES: 81272
TITLE: Employer's re-insurance fund cases on appeal

(continued)

PRIMARY CLASSIFICATION:

Public	hearing decisions, orders from the Commission

SECONDARY CLASSIFICATION(S):

Private.	all information not otherwise specified
Controlled.	psychiatric reports, judges' notes

AGENCY: Labor Commission

SERIES: 82992 3
TITLE: Endorsements from workers' compensation fund
DATES: 1983-1986.
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION:
DESCRIPTION:

These files represent any changes, cancellations, or reinstatements involving workers' compensation insurance of agencies insured through the Workers' Compensation Fund. They include current and outdated policy information and name and address of agency.

RETENTION:

Retain 15 years.

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 State Records Center for 15 years and then destroy.

APPRAISAL:

Administrative

This retention is based on agency needs per agency request.

AGENCY: Labor Commission

SERIES: 82518 3
TITLE: Extra-territorial insurance records
DATES: 1985-
ARRANGEMENT: alphabetical by name of company, thereunder chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files document Utah companies which set up temporary projects out of state, hiring only Utah workers. These companies receive Workers' Compensation coverage from within Utah for six month periods which are renewable. This is a single sheet verifying that the employer does indeed have coverage through the state of Utah if there are any questions or disputes. Includes name of company, name of insurance carrier, statement that insurance is valid outside the state of Utah, signature of insurance carrier's authorized agent, and policy number.

RETENTION:

Retain 15 years.

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 15 years and then destroy.

APPRAISAL:
Administrative

This retention is based on agency needs per agency request.

AGENCY: Labor Commission

SERIES: 80723 3
TITLE: Final payment files
DATES: 1950-
ARRANGEMENT: Alphabetical by last name
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

These files document cases in which an individual was on the payroll for injury resulting from an industrial accident and has received their final payment. Once final payment is disbursed, the file is taken from the active payroll file and refiled in the final payment files. They include a description of the injury and how it occurred, medical reports, a request for hearing, hearing notices, stipulated settlements or compensation agreements, an order of payment from the Industrial Commission, reimbursement of carrier notices, affidavits, a summary of testimony heard at hearing, and administrator's notes from the hearing.

RETENTION:

Retain 20 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 09/01/1998.

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 after final payment is made and then transfer to State Records Center. Retain in State Records Center for 18 years and then destroy.

AGENCY: Labor Commission

SERIES: 80723
TITLE: Final payment files

(continued)

APPRAISAL:
Administrative

This retention is based on agency needs per agency request.

PRIMARY CLASSIFICATION:

Public	hearing decisions, orders from the Commission

SECONDARY CLASSIFICATION(S):

Private.	all information not specified otherwise
Controlled.	psychiatric information, judges' notes

AGENCY: Labor Commission

SERIES: 6290 3
TITLE: Financial records
DATES: 1980-1998.
ARRANGEMENT: None
ANNUAL ACCUMULATION:
DESCRIPTION:

Includes the following: FICAA01T Trail balance monthly. FICAA05P Outstanding encumbrance. FICAA09P Outstanding reservation. FICAA10P Cash deposits. FICAA30P General ledger activity. FICAA85P Revenue and expenditure status by fund. FICAED01 Expenditure detail by sub-account. FICAES01 Expenditure status by sub-account. FICAES02 Work program/expenditure comparison by summary account. FICARD01 Revenue detail by sub-account within organization. FICARS01 Revenue status by sub-account. FICARS02 Estimated revenue/realized revenues. FICAER01 Expenditure/revenue summary by level 2. FICAMP01 Revenue account status by activity other than Department of Transportation. OBSOLETE RECORD SERIES BY 1998.

RETENTION:

Retain 5 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 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

AGENCY: Labor Commission

SERIES: 6290
TITLE: Financial records

(continued)

APPRAISAL:
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 21.

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302 (1)(e) (2008)

AGENCY: Labor Commission

SERIES: 81192 3
TITLE: Future payment files
DATES: 1970-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.80 cubic feet.
DESCRIPTION:

These files document cases where an individual has been awarded compensation for injury or illness sustained at the work place but will not receive payment until a later date. When the diaried date is reached, payment will be made, or the date rescheduled due to an appeal. The checks may be disbursed as a lump sum or as payroll. At time of payment, the file is moved to the lump sum files (series 80716) or to the payroll files (series 81181). In the event payment is to be made to the insurance carrier as a reimbursement, the file is maintained until a notice for reimbursement is received. If this is the case, the file is moved to the Insurance Carrier files (series 81271). This series includes a description of the injury and how it occurred, medical reports, a request for hearing, a hearing notice, affidavits, a summary of testimony heard at the hearing, and administrator's notes.

RETENTION:

Retain until payment is made and then transfer to either series 80716, series 81181 or series 81271.

DISPOSITION:

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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 until payment is made and then file moves to new retention.

AGENCY: Labor Commission

SERIES: 81192
TITLE: Future payment files

(continued)

APPRAISAL:
Administrative

This retention is based on agency needs per agency request.

PRIMARY CLASSIFICATION:
Public hearing decisions, orders from the Commission

SECONDARY CLASSIFICATION(S):
Private. all information not otherwise specified
Controlled. psychiatric reports, judges' notes

AGENCY: Labor Commission

SERIES: 18098 3
TITLE: General safety orders booklets
DATES: 1945-1969.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

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 State Archives permanently 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.

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

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

These publications document the function of the agency. Publications have ongoing research value.

AGENCY: Labor Commission

SERIES: 18098
TITLE: General safety orders booklets

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Labor Commission

SERIES: 23305 3
TITLE: Hearing tapes
DATES: 1992-2014.
ARRANGEMENT: Chronological by hearing date

ANNUAL ACCUMULATION:
DESCRIPTION:

These hearing tapes contain the recordings of proceedings before the Administrative Law Judge of the Labor Commission. These recordings are used as a reference for judges or Review Board to make determination in cases. They are also used to obtain transcripts of hearings as requested.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2001.

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.

Audio cassettes: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Labor Commission

SERIES: 23305
TITLE: Hearing tapes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Labor Commission

SERIES: 81181 3
TITLE: Injury compensation payroll case files
DATES: 1950-2003.
ARRANGEMENT: Chronological by year and therein by case number.
ANNUAL ACCUMULATION:
DESCRIPTION:

These files document individuals on payroll after being awarded compensation for an industrial accident. They document those individuals receiving permanent total compensation, permanent partial compensation, and those receiving temporary compensation if payments for such are being made over a period of time. Temporary payment files will be refiled under Final Payment Case Files (see series 80723) at time of final payment. The files include a description of the injury and how it occurred, medical reports, a request for hearing, hearing notices, summaries of the hearing, compensation agreements, an order of payment from the Industrial Commission, affidavits, administrator's notes from the hearing, the amount awarded, and the date(s) of payment.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2003.

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 final payment has been made and then transfer to payment file (series # 80723).

APPRAISAL:

Administrative

This retention is based on agency needs per agency request.

AGENCY: Labor Commission

SERIES: 81181
TITLE: Injury compensation payroll case files

(continued)

PRIMARY CLASSIFICATION:

Public	hearing decisions, orders from the Commission

SECONDARY CLASSIFICATION(S):

Private.	all information not specified otherwise
Controlled.	psychiatric information, judges' notes

AGENCY: Labor Commission

SERIES: 23025 3
TITLE: Inspector time sheets
DATES: 1992-1995
ARRANGEMENT: Chronological, thereunder alphabetical by surname
TOTAL VOLUME: 1.00 cubic foot.
DESCRIPTION:

This series consists of time sheets for boiler inspectors. A separate series is no longer maintained for the inspectors. Information includes name, number of hours worked, etc.

RETENTION:

Retain 3 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 3 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 25.

PRIMARY CLASSIFICATION:

Public

AGENCY: Labor Commission

SERIES: 81271 3
TITLE: Insurance carrier files
DATES: 1970-1994.
ARRANGEMENT: Alphabetical by name of carrier
TOTAL VOLUME:
DESCRIPTION:

These files document reimbursements of insurance carriers. The file is kept in this area if only the insurance carrier was paid and not the individual directly. They are maintained separately from the payroll files. The files include a description of the injury and how it occurred, medical reports, a request for hearing, hearing notices, summaries of hearing, compensation agreements, an order of payment from the Industrial Commission, reimbursement of carrier notices, affidavits, a summary of the testimony heard at the hearing, and administrator's notes from the hearing.

RETENTION:

Retain 10 years.

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 5 years after payment has been made and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

AGENCY: Labor Commission

SERIES: 81271
TITLE: Insurance carrier files

(continued)

APPRAISAL:
Administrative

PRIMARY CLASSIFICATION:

Public	hearing decisions, orders from the Commission

SECONDARY CLASSIFICATION(S):

Private.	all information not otherwise specified
Controlled.	psychiatric reports, judges' notes

AGENCY: Labor Commission

SERIES: 11778 3
TITLE: Labor hearings records
DATES: 1943-1950.
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

Bound copies of petitions, certifications, decisions, and other transcripts of cases heard before the Utah Labor Relations Board. Microfilm of Labor division and Labor relations records

RETENTION:

Retain Archives.

DISPOSITION:

Retain in agency custody.

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 and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

APPRAISAL:

Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 2.

Records in this series document the history, functions, and decisions of the board.

AGENCY: Labor Commission

SERIES: 11778
TITLE: Labor hearings records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Labor Commission

SERIES: 14200 3
TITLE: Labor hearings, decisions, and certification records
DATES: 1947-
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

Transcripts of hearings conducted as part of the regulatory process and hearings on proposed rules and changes; they may be maintained with related information including meeting notices, proofs of publications, meeting minutes, and the conclusions reached.

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

APPRAISAL:

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 2.

This disposition is based on the secondary historical value to researchers interested in business activities in Utah.

PRIMARY CLASSIFICATION:

Public

AGENCY: Labor Commission

SERIES: 22961 3
TITLE: Laws, rules and regulations
DATES: 1917-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These laws, rules and regulations of the Labor Commission (Industrial Commission) are created to supervise and administer employment of women, children and minors; Labor Relations Act; Labor Relations Board; Anti-Discrimination Act; Workmen's Compensation Act; and boiler and pressure vessels.

RETENTION:

Retain 1 year.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2003.

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.

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

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Labor Commission

SERIES: 22961
TITLE: Laws, rules and regulations

(continued)

APPRAISAL:
Historical

This retention is based on the value of this material to researchers.

PRIMARY CLASSIFICATION:
Public

AGENCY: Labor Commission

SERIES: 6817 3
TITLE: Leave application files
DATES: i 1985-
ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION:
DESCRIPTION:

Application for leave and supporting papers relating to request for and approval of leave.

RETENTION:

Retain 1 year.

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 1 year and then destroy.

APPRAISAL:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 11.

This disposition is based on General Schedule 10 Item 11 (1990).

AGENCY: Labor Commission

SERIES: 6817
TITLE: Leave application files

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Labor Commission

SERIES: 80716 3
TITLE: Lump sum payment files
DATES: 1950-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 6.00 cubic feet.
DESCRIPTION:

These files document lump sum payments awarded to individuals injured in an on-the-job industrial accident. The series includes a description of the injury, how the injury resulted, medical reports, request for hearing, hearing notice, summary of hearing, compensation agreements, order of payment from the Industrial Commission, reimbursement of carrier notice, affidavits, administrator's notes, the amount awarded, date of the payment, and possibly a copy of the check.

RETENTION:

Retain 28 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 2 years after payment has been made and then transfer to State Records Center. Retain in State Records Center for 26 years and then destroy.

AGENCY: Labor Commission

SERIES: 80716
TITLE: Lump sum payment files

(continued)

APPRAISAL:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 35.

This retention period is based on agency need per agency request.

PRIMARY CLASSIFICATION:

Public — decisions of hearings, orders from the Commission

SECONDARY CLASSIFICATION(S):

Private. — all information included in file not mentioned elsewhere
Controlled. — psychiatric evaluations, judges' notes

AGENCY: Labor Commission

SERIES: 5200 3
TITLE: Minutes
DATES: 1917-1994.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

Records created by a committee or conference, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recordings if minutes are not taken. The minutes are now maintained as part of series 1286, Administrative Records.

RETENTION:

Retain 3 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 3 years and then transfer to State Archives with authority to weed.

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

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Labor Commission

SERIES: 5200
TITLE: Minutes

(continued)

APPRAISAL:
Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

PRIMARY CLASSIFICATION:
Public

AGENCY: Labor Commission

SERIES: 1288 3
TITLE: Motion records
DATES: 1917-1944.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

Formal motions made at meetings of the Industrial Commission. Motions pertain to industrial injury claims, issuance of certificates of authority (for self-insurance), purchase requisitions, adoption of Commission regulations, etc. Includes parties or topic title, copy of motion, date, and roll call vote.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical

While motions regarding supply requisitions have limited value, information on the regulations of the Commission and the injury cases heard by them provide historical data on Commission operation.

AGENCY: Labor Commission

SERIES: 1288
TITLE: Motion records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Labor Commission

SERIES: 82913 3
TITLE: No insurance coverage investigation case files
DATES: 1984-
ARRANGEMENT: alphabetical by name
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These are cases in which an investigation is underway involving adequacy of employers' workers' compensation coverage. If it is discovered that an employer is not properly covered, notices are sent to inform the agency that they must comply with state law in gaining such coverage. If no response is given, more serious action may be taken by the Uninsured Employers' Fund.

RETENTION:

Retain 50 years.

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 10 years after investigation is completed and then transfer to State Records Center. Retain in State Records Center for 40 years and then destroy.

APPRAISAL:

Administrative

This retention is based on agency needs per agency request. Once information has been gathered regarding an employer, that information is valuable for later investigations.

AGENCY: Labor Commission

SERIES: 81186 3
TITLE: No liability case files
DATES: 1970-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These files document cases in which an individual requesting compensation for an injury or illness sustained on the job appeared in court and was determined ineligible for Second Injury Fund payments. Once the case has been decided, the Second Injury Fund Office receives an order from the Industrial Commission stating that no payment will be made. They include medical reports, requests for hearing, court orders, hearing notices, summaries of hearing, affidavits, administrator's notes, and a notice of no payment from the Industrial Commission.

RETENTION:

Retain 1 year after order for no payment.

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 order for no payment by Industrial Commission and then destroy.

APPRAISAL:

Administrative

This retention is based on agency needs per agency request. Any information relevant to a possible appeal is kept with the Industrial Commission.

AGENCY: Labor Commission

SERIES: 81186
TITLE: No liability case files

(continued)

PRIMARY CLASSIFICATION:

Public	hearing decisions, orders from the Commission

SECONDARY CLASSIFICATION(S):

Private.	all information not otherwise specified
Controlled.	psychiatric reports, judges' notes

AGENCY: Labor Commission

SERIES: 81380 3
TITLE: Office files card index
DATES: 1970-
ARRANGEMENT: Alphabetical by type of payment
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These are 5"x 7" index cards grouped according to type of payment.They document each individual currently receiving payment or who has ever received payment from the Second Injury Fund. They are used to locate an individual's file.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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 permanently.

Microfilm master: Retain in Office for 1 year and then destroy provided microfilm has been superseded.

APPRAISAL:

Administrative

These records are considered vital to the agency's function. Backup copies must be maintained. Information contained on all cards referencing payroll cases is also stored on the automated system. Lump sum and all other non-payroll index cards are to be microfilmed yearly.

AGENCY: Labor Commission

SERIES: 81380
TITLE: Office files card index

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Labor Commission

SERIES: 22962 3
TITLE: On-the-job newsletters
DATES: 1991-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This series contains newsletters publicizing activities of the Labor Commission (Industrial Commission) with information pertaining to the Commissioner's message, legislation, rules, worker's compensation, employment, working conditions, safety, and discrimination.

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 State Archives permanently with authority to weed.

APPRAISAL:

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

Publications document agency history and functions. Publications have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Labor Commission

SERIES: 81378 3
TITLE: Out of court settlements
DATES: 1970-1994.
ARRANGEMENT: alphabetical by surname
ANNUAL ACCUMULATION:
DESCRIPTION:

These records document cases in which a settlement was offered to the injured party out of court. A settlement is reached between the Administrator of the Second Injury Fund and the applicant's attorney. These files are refiled when the applicant decides whether to accept the offer or request a hearing. If no settlement is reached, the case will go through the hearing process. The files include a description of the injury and how it occurred, medical reports, and a statement of the settlement.

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 until offer has been accepted or until case has gone to hearing and then transfer under new retention.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private all information not otherwise specified

SECONDARY CLASSIFICATION(S):

Controlled. psychiatric reports

AGENCY: Labor Commission

SERIES: 6820 3
TITLE: Out of state travel authorization files
DATES: i 1984-1991.
ARRANGEMENT: Chronological
TOTAL VOLUME: 1.00 cubic foot.
DESCRIPTION:

Correspondence, forms, and related records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule. As of March, 1991, Workers' Compensation Fund no longer participates in the programs and facilities offered by the Utah State Archives.

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 2 years and then destroy.

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 44.

This disposition is based on

PRIMARY CLASSIFICATION:

Public

AGENCY: Labor Commission

SERIES: 81538 3
TITLE: Payroll automated system reports
DATES: 1950-
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

This automated data system keeps a record of all individuals having received or currently receiving payroll funds from the Second Injury Fund. Every four weeks the payroll report is generated listing the names of individuals being paid and the amount paid. A copy of the report is sent to State Finance for the checks to be issued. Information includes the name of the individual, the vendor number, the weekly amount of payment, the amount paid to date, the date to which payments will be made, and all other types of payments made in the name of a particular applicant (such as payments to insurance carriers, etc.). Information also includes insurance carrier payments, the name of the carriers, the payments to carriers each month, the amount of payment, the vendor numbers, and the name of applicant for whom payment was made. Information relating to medical panel payments includes the name of the doctor or clinic being paid each month, vendor numbers, the amount paid, and the name of the applicant for whom payment was made.

RETENTION:

Retain 10 years.

DISPOSITION:
Destroy.

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 for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and

AGENCY: Labor Commission

SERIES: 81538
TITLE: Payroll automated system reports

(continued)

then destroy.

Computer data files: Retain in Office for 3 years after final payment is made and then delete.

APPRAISAL:
Administrative

PRIMARY CLASSIFICATION:
Private

AGENCY: Labor Commission

SERIES: 14859 3
TITLE: Pending files
DATES: 1988-2013.
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION:
DESCRIPTION:

Papers arranged in chronological order as a reminder that action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.

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 incorporated into official file and then destroy.

APPRAISAL:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 21.

This disposition is based on Utah General Retention Schedule, Schedule 1, Item 21.

PRIMARY CLASSIFICATION:

Private

AGENCY: Labor Commission

SERIES: 25170 3
TITLE: Personnel records
DATES: 1917-2011.
ARRANGEMENT: Alphabetical by employee last name
ANNUAL ACCUMULATION:
DESCRIPTION:

Complete work history of an individual (excluding medical/psychological information) while employed by the State. Refer to UCA 67-18-1 (1977), et seq. and DHRM rules on accessing, maintaining, and managing employee personnel files. The employee's personnel file shall be considered a supplement to the DHRM computerized file and shall be subject to the rules governing personnel files. When an employee transfers to another state agency, the employees's personnel file must be sent to the new agency. The file typically includes applications for employment, career mobility documents, Memorandums of Understanding (MOU's), Employment Eligibility Certification records, Form 1-9 and other documents required by the U.S. Citizenship and Immigration Services; employee signed overtime agreements, personnel actions, corrective action plans, notices of disciplinary action, new employee orientation form checklists, performance plans and evaluations, letters of appreciation/commendation, separation and leave without pay records, employee benefits notification forms for PEHP and URS; references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, leave and time records; copies of any documents affecting the employee's conduct, status or salary, etc.

RETENTION:

Retain 65 years after retirement or separation of employee.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

AGENCY: Labor Commission

SERIES: 25170
TITLE: Personnel records

(continued)

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 and then transfer to State Records Center. Retain in State Records Center for 62 years and then destroy.

APPRAISAL:
Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 2.

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302 (1)(e)(2008).

SECONDARY CLASSIFICATION(S):
Public. UCA 63G-2-301 (1)(b)(2008).

AGENCY: Labor Commission

SERIES: 6822 3
TITLE: Policies and procedures files
DATES: 1977-
ARRANGEMENT: Alphabetical by subject
ANNUAL ACCUMULATION:
DESCRIPTION:

Policies and procedures that govern the operation and administration of various programs within the organization.

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 superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 23.

AGENCY: Labor Commission

SERIES: 6823 3
TITLE: Preliminary payroll files
DATES: 1986-2011.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

Computer-produced, two part documents sent by Finance to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.

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 destroy.

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 16.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. Eighteen personal data elements identified by the State Records Committee

AGENCY: Labor Commission

SERIES: 10836 3
TITLE: Publications
DATES: 1940-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, labor, worker's compensation, safety, employment, wages, and all other activities of the Labor Commission (Industrial Commission). Consists primarily of isolated publications not part of a more specific series.

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 State Archives permanently with authority to weed.

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

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

Publications document agency history and functions. Publications have ongoing research value.

AGENCY: Labor Commission

SERIES: 10836
TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Labor Commission

SERIES: 28521 3
TITLE: Purchasing card and travel card reconciliations
DATES: 2008-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These records document work-related purchases made by employees using agency-owned credit cards and travel cards. These records are used by the agency to create budget plans and financial reports.

RETENTION:

Retain 7 years after the end of the fiscal year in which they were initiated.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1996.

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 the end of the fiscal year they were initiated and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 53.

AGENCY: Labor Commission

SERIES: 28521
TITLE: Purchasing card and travel card reconciliations

(continued)

PRIMARY CLASSIFICATION:
Public Utah Code 63G-2-301(3)(e) 2014

AGENCY: Labor Commission

SERIES: 81273 3
TITLE: Reimbursement case files
DATES: 1970-
ARRANGEMENT: Alphabetical by insurance carrier
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files document reimbursements from the Second Injury Fund to an insurance carrier or employer after that source has made payments towards an industrial injury of an individual. Payment is made upon receipt of a request for reimbursement from the agency. Information includes a description of the injury, medical reports, a request for hearing, hearing notices, summaries of hearings, affidavits, administrator's notes, the amount of payment, compensation agreements, an order for payment from the Labor Commission, an order for reimbursement from the Second Injury fund, and a request for reimbursement.

RETENTION:

Retain 20 years.

DISPOSITION:
Destroy.

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 for 2 years and then transfer to State Records Center. Retain in State Records Center for 18 years and then destroy.

AGENCY: Labor Commission

SERIES: 81273
TITLE: Reimbursement case files

(continued)

APPRAISAL:
Administrative

This retention and disposition is based on the needs of the agency. Once payment has been made, the files are only needed for documentation purposes. If no order of payment is received within five years, the record will be destroyed and payment will not be made.

PRIMARY CLASSIFICATION:

Public	hearing decisions, orders from the Commission

SECONDARY CLASSIFICATION(S):

Private.	all information not otherwise specified
Controlled.	psychiatric reports

AGENCY: Labor Commission

SERIES: 1289 3
TITLE: Resolution records
DATES: 1925-1942.
ARRANGEMENT: Chronological, thereunder numerical by assigned number
TOTAL VOLUME: 1.00 cubic foot.
DESCRIPTION:

Formal, numbered resolutions made at hearings of the Industrial Commission. Includes parties or topic title, text of resolution, date, and roll-call vote. Resolutions pertain to settling industrial injury claims, investing monies for the insurance fund, etc.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2003.

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:

Historical

These resolutions document the major activities of the agency.

AGENCY: Labor Commission

SERIES: 1289
TITLE: Resolution records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Labor Commission

SERIES: 82519 3
TITLE: Self-insured company files
DATES: 1950-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files document local companies who are self insured for Workers' Compensation coverage. They include information regarding the company, such as types of operation and various annual reports; statistical information regarding the number of employees and number of accidents per year; statements ascertaining self insured status; and all related correspondence.

RETENTION:

Retain 45 years.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 42 years and then destroy.

APPRAISAL:

Administrative

This retention is based on agency needs per agency request.

AGENCY: Labor Commission

SERIES: 82519
TITLE: Self-insured company files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Labor Commission

SERIES: 1290 3
TITLE: State insurance fund financial records
DATES: 1917-1950; 1970-1997.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

Bound volumes recording authorized expenditures.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 State Archives permanently with authority to weed.

APPRAISAL:

Administrative Fiscal Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Labor Commission

SERIES: 82521 3
TITLE: Thirty-days-in-advance notices of cancellations of workers' compensation insurance policies
DATES: 1950-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are notices to a company by the insurance carrier stating that their workers' compensation coverage will be dropped in thirty days if no response is given. Notice of this event must be given to the employer and to the Uninsured Employers' Fund. These files are maintained in the office to document the fact that the notice was sent as prescribed in case of dispute over cancellation at a later date.

RETENTION:

Retain 15 years.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 12 years and then destroy.

APPRAISAL:

Administrative

These notices need to be maintained for a short time to ascertain that a notice was sent out thirty days prior to cancellation of an employer's policy in the event a dispute arises.

AGENCY: Labor Commission

SERIES: 82521
TITLE: Thirty-days-in-advance notices of cancellations of workers' compensation insurance policies

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Labor Commission

SERIES: 28523 3
TITLE: Travel card reconciliations
DATES: 2008-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These records document the air line ticket purchases made by Labor Commission employees for travel required to fulfill their assignments.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/2009.

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: 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 Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 44.

AGENCY: Labor Commission

SERIES: 28523
TITLE: Travel card reconciliations

(continued)

PRIMARY CLASSIFICATION:
Public Utah Code 63G-2-301(3)(e) 2014

AGENCY: Labor Commission

SERIES: 82906 3
TITLE: Uninsured employer fund cases on appeal
DATES: 1984-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These documents are generated by the Uninsured employer fund. These are employers who have no worker's compensation insurance. This program gets authorization from UCA 34-A-2-704. These files document cases in which an employer has been to hearing regarding insufficient workers' compensation insurance coverage and has decided to appeal the decision of the hearing to a higher court. The cases involve individuals who had sustained an industrial accident and had attempted to claim workers' compensation benefits from the employer. The files include medical reports, hospital bills, attorneys' notes, medical releases, corporation and other employer information, any liens on employers' property, orders for hearing, orders to the Fund for payment or non-payment, judges' notes, and all related correspondence.

RETENTION:

Retain 50 years

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 6 months after case is closed and then transfer to State Records Center. Retain in State Records Center for 50 years and then destroy.

AGENCY: Labor Commission

SERIES: 82906
TITLE: Uninsured employer fund cases on appeal

(continued)

APPRAISAL:
Administrative

This retention is based on agency needs per agency request. When an investigation is undertaken on an employer and all the information necessary has been compiled to determine responsibility for workers' compensation payments to the individual, this information is valuable for the lifetime of the employee. The information should be maintained in case of a recurring problem.

PRIMARY CLASSIFICATION:

Public	all final decisions

SECONDARY CLASSIFICATION(S):

Private.	all other information
Controlled.	judges' notes, psychiatric information

AGENCY: Labor Commission

SERIES: 24231 3
TITLE: Vendor payment vouchers
DATES: 1995-2010.
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION:
DESCRIPTION:

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

RETENTION:

Retain 7 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 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 49.

AGENCY: Labor Commission

SERIES: 24231
TITLE: Vendor payment vouchers

(continued)

PRIMARY CLASSIFICATION:
Public

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

AGENCY: Labor Commission

SERIES: 19967 3
TITLE: Voucher registers

DATES: undated
ARRANGEMENT: none
ANNUAL ACCUMULATION:
DESCRIPTION:

Two voucher registers showing month and day (but no year), name and address of who was issued the voucher, voucher number, and voucher amount.

RETENTION:

Retain 7 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 State Records Center for 7 years and then destroy.

APPRAISAL:

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

AGENCY: Labor Commission

SERIES: 19967
TITLE: Voucher registers

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Labor Commission

SERIES: 82515 3
TITLE: Workers' compensation fund policy folders
DATES: 1940-1970.
ARRANGEMENT: none
ANNUAL ACCUMULATION:
DESCRIPTION:

These are workers' compensation insurance policy folders of all local businesses during this time period. All employers in Utah are required to hold workers' compensation insurance covering their employees, and must submit notification of this coverage to the Uninsured Employers' Fund. During these dates, this notification was in the form of a complete copy of the business' insurance policy. This is no longer the case; therefore, these records ceased accumulation in 1970. The information includes the name of the business, the insurance carrier, the policy number, and the date the policy was effective.

RETENTION:

Retain 30 years after receipt of policy information.

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 15 years after receipt of policy information and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

AGENCY: Labor Commission

SERIES: 82515
TITLE: Workers' compensation fund policy folders

(continued)

APPRAISAL:
Administrative

These files document insurance coverage for companies which may now be nonexistant or covered under a different name or insurance carrier. They are the only source of this information for these dates. Once they are destroyed, the insurance coverage history will be lost, and any employee returning with a job related condition will have no record of coverage. In this case, the employee must be covered out of public funds by the Uninsured Employers' Fund.

AGENCY: Labor Commission

SERIES: 82516 3
TITLE: Workers' compensation insurance carrier cards
DATES: 1970-
ARRANGEMENT: numerical by index number, thereunder alphabetical by name
ANNUAL ACCUMULATION:
DESCRIPTION:

These cards represent the second format which Workers' Compensation Insurance coverage information was received by the state. Each company in the state of Utah is required to maintain Workers' Compensation coverage for its employees and is required to notify the Uninsured Employers' Fund of this coverage. These cards were used to keep track of this information. They are filed by index number. At one time, a project was started to microfilm the cards; about one fourth of which were actually filmed. Cards which became inactive during this time (by notification of cancellation of the policies) were moved to a different filing system, but were still referenced according to their old index numbers. In 1985 the card system was replaced by an automated system, but many companies continued to send in cards containing their Workers' Compensation Insurance information. Some of this information is not contained on the computer tapes, and thus is kept in the card format. These cards are also maintained in a separate filing system, and are filed alphabetically by the name of the company. All cards contain the name of the company, the insurance carrier through which they are covered, the policy number, and the date coverage began.

RETENTION:

Retain 45 years.

DISPOSITION:
Destroy.

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

AGENCY: Labor Commission

SERIES: 82516
TITLE: Workers' compensation insurance carrier cards

(continued)

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 15 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

Microfilm master: Retain in Office for 15 years after initial receipt of information and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

APPRAISAL:

Administrative

These files document insurance coverage for companies which may now be nonexistant or covered under a different name or insurance carrier. They are the only source of this information for these dates. Once they are destroyed, the insurance coverage history will be lost, and any employee returning with a job related condition will have no record of coverage. In this case, the employee must be covered out of public funds by the Uninsured Employers' Fund.

AGENCY: Labor Commission

SERIES: 82991 3
TITLE: Workers' compensation insurance carrier cards indexing strips
DATES: 1940-1986.
ARRANGEMENT: none
ANNUAL ACCUMULATION:
DESCRIPTION:

These strips constitute a now out-dated system of information retrieval which references cancelled and active Workers' Compensation Insurance carrier cards (see series 82516). They were maintained in alphabetical order in a circular file system, making it possible to look up an agency by its name and find the index number under which that agency's carrier card was filed. As the carrier cards became outdated, the indexing strips were removed from the filing system. When the card system was replaced with the current automated data system, the strips were no longer removed from the system, as accumulation has ceased. Now they will only be used if in some instance an old insurance carrier card must be located for reference.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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 15 years 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.

AGENCY: Labor Commission

SERIES: 82991
TITLE: Workers' compensation insurance carrier cards indexing strips

(continued)

APPRAISAL:
Administrative

This retention is based on agency needs per agency request.

PRIMARY CLASSIFICATION:
Private

AGENCY: Labor Commission

SERIES: 82517 3
TITLE: Workers' compensation insurance information automated data system
DATES: 1985-
ARRANGEMENT: Alphabetical by name, thereunder chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This is an automated system established by the Uninsured Employers' Fund to keep track of workers' compensation insurance coverage by employers in the state of Utah. The information is received in the form of a computer tape from the National Service and from the Workers' Compensation Fund of Utah. The National Service is the agency which employers notify directly when establishing, changing, or canceling workers' compensation insurance coverage. The information is entered on line and sent to the Uninsured Employers' Fund directly, where it is processed and maintained.

RETENTION:

Retain 60 years.

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.

Computer data files: Retain in Office for 15 years and then transfer to tape.

Computer magnetic storage media: Retain in Office for 45 years and then erase.

AGENCY: Labor Commission

SERIES: 82517
TITLE: Workers' compensation insurance information automated data system

(continued)

APPRAISAL:
Administrative

This retention is based on agency needs per agency request.