Retention and Classification Report

Agency: Labor Commission. Labor and Anti-discrimination Division (580)

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Records Officer Gabriella Salazar

82946	Anti-discrimination case files
82980	Private employment agency records
07234	Wage claim files
82941	Women and minors employee standards complaint files

AGENCY: Labor Commission. Labor and Anti-discrimination Division

SERIES: 82946 3
TITLE: Anti-discrimination case files
DATES: 1965-
ARRANGEMENT: Alphabetical by charging party surname, thereunder chronological by federal fiscal year
ANNUAL ACCUMULATION: 42.00 cubic feet.
DESCRIPTION:

These files are created in response to an individual filing a claim of illegal discrimination against a past or present employer. Files are used to maintain all complaint and investigative data. Information includes: complaint forms, including personal, medical, financial, employment, statistical, personnel, familial, criminal and psychological information about the complaining party; position statements from employers, including proprietary, fiduciary, policy, personnel, asset, liability, and facility information about the employers; settlement negotiation records; mediator work product; witness statements; investigative plans; investigator notes and work product; general correspondence; determination and order; conciliation agreement; and any other evidence gathered during the course of the investigation. If the initial agency action is appealed, the file may also include hearing records and transcripts, attorney work product, judge's notes, subpoenas and further orders.

RETENTION:

Retain 4 years after case closes

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 07/01/2002.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center

AGENCY: Labor Commission. Labor and Anti-discrimination Division

SERIES: 82946
TITLE: Anti-discrimination case files

(continued)

for 3 years and then destroy.

Microfilm master: For records prior to and including 1995. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:
Administrative Legal

The original retention required that the paper copy be retained for 3 years after case is closed and then microfilmed. The agency has no administrative need for the records beyond 2 years.

PRIMARY CLASSIFICATION:
Exempt UCA 34A-5-107(14)(2008)

SECONDARY CLASSIFICATION(S):
Private

AGENCY: Labor Commission. Labor and Anti-discrimination Division

SERIES: 82980 3
TITLE: Private employment agency records
DATES: 1965-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These are records of all employment agencies in the State of Utah which have requested licenses for operation. Licensing by the Division of Labor/Anti-discrimination is mandatory for all such agencies operating in Utah in accordance to UCA 34-29-1, and must be renewed annually. The Division has the responsibility of reviewing the applications and either approving or denying the request. These records include the names and addresses of each partner or corporate officer or director, address of place business will be conducted, proposed name of company, affidavits, and business or occupation engaged in by each partner or corporate officer or director for at least two years prior to application.

RETENTION:

Retain 4 years after expiration of license.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 11/01/2003.

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 license has expired and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

AGENCY: Labor Commission. Labor and Anti-discrimination Division

SERIES: 82980
TITLE: Private employment agency records

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APPRAISAL:
Administrative

PRIMARY CLASSIFICATION:
Public name of company, date of licensure

SECONDARY CLASSIFICATION(S):
Private. all other information

AGENCY: Labor Commission. Labor and Anti-discrimination Division

SERIES: 7234 3
TITLE: Wage claim files
DATES: 1965-
ARRANGEMENT: Numerical
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

This series contains cases involving wage disputes which may arise over unpaid wages, bad checks, unauthorized deductions, commission earnings, vacation pay, severance pay, or other such issues. Once an applicant submits a claim, the matter is investigated, and a determination is made as to it's validity. If the claim is determined justifiable, a collection process is initiated

Information in this series includes the employer's name, address, phone number and type of business. It also includes the amount and type of claim, copies of company policy for vacation time, copies of bad checks, type of work performed, brief of facts of disputes, all concluding documentation, and all related correspondence. If the case has gone to hearing, the hearing order, transcripts, and all related correspondence will also be included.

RETENTION:

Retain 10 years after date of closing.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 06/01/2003.

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 for 3 years after date of closing and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Microfilm master: Retain in State Records Center for 10 years

AGENCY: Labor Commission. Labor and Anti-discrimination Division

SERIES: 7234
TITLE: Wage claim files

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after closing and then destroy.

Microfilm duplicate: Retain in State Records Center for 10 years after closing and then destroy.

Paper: Retain in Office for 3 years after date of filing and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Microfilm master: Retain in Archives for 10 years and then destroy.

Microfilm duplicate: Retain in Archives for 10 years and then destroy.

APPRAISAL:
Administrative

PRIMARY CLASSIFICATION:

Public	Final decision on claims

SECONDARY CLASSIFICATION(S):

Private.	All other information. Information is opened to claimant and respondent
Controlled.	Judges notes (in case of hearing)

AGENCY: Labor Commission. Labor and Anti-discrimination Division

SERIES: 82941 3
TITLE: Women and minors employee standards complaint files
DATES: 1965-1991
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION:
DESCRIPTION:

These are cases involving disputes between employers and employees regarding women and minor labor standards. An individual making a claim fills out a complaint form to be submitted to the division of Labor/Anti-discrimination. Once the form has been submitted, the respondent to the claim must submit a statement in writing, and an attempt is made to come to an agreement regarding the claim. If no agreement can be reached, an investigation may be initiated, and the case may go to hearing. The file includes the original complaint, all necessary forms, statements from the respondent, possibly information regarding the complainant and the workplace (such as copies of personnel files or payroll checks), all concluding documentation, date investigation was completed (if any), and all related correspondence. If the case goes to hearing, also included will be orders for hearing, transcripts of the hearing, and an order from the Commission.

RETENTION:

Retain 8 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 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 after case is closed and then microfilm.

Microfilm master: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3

AGENCY: Labor Commission. Labor and Anti-discrimination Division

SERIES: 82941
TITLE: Women and minors employee standards complaint files

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

APPRAISAL:
Administrative Historical

PRIMARY CLASSIFICATION:
Public — all final decisions

SECONDARY CLASSIFICATION(S):
Private. — all other information. All information included in these records are open to both the claimant and respondent

Controlled. — judges' notes (in case of hearing)