

# Retention and Classification Report

**Agency:** Retirement Office (832)

540 East 200 South  
Salt Lake City, UT 84102  
366-7700

## **Records Officer**

18095 Agenda  
03011 Annual settlement reports  
84610 \*Deceased members records  
84126 Employees index cards  
03012 \*Financial reports and records  
19285 Investment fund records  
18686 Member's annual statements  
18241 Mortgage/real estate records  
03010 Publications  
06622 Retirement membership files  
03013 \*State employees' life insurance cards  
09236 Unit reports  
03014 \*University of Utah insurance cards

**AGENCY:** Retirement Office

**SERIES:** 18095

**TITLE:** Agenda

**DATES:** 1969-1972

**ARRANGEMENT:**

**DESCRIPTION:**

3

**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.

**AGENCY:** Retirement Office

**SERIES:** 3011

3

**TITLE:** Annual settlement reports

**DATES:** 1937-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains summary settlement reports for the State Retirement Office with information pertaining to the contributory, noncontributory, public safety, firefighter, and judges' retirement systems. It also has information regarding governors' and legislators' pension plans, and fiscal and financial operations. Information includes names, previous balances, balances forward, salaries, member contributions, vested contributions, interest earned, redeposits, differences, and current balances.

**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 State Records Center for 80 years and then destroy.

Microfiche master: Retain in Archives for 80 years and then destroy.

Microfiche duplicate: Retain in Archives for 80 years and then destroy.

Microfilm master: Retain in Archives for 80 years and then destroy.

Microfilm duplicate: Retain in Archives for 80 years and then destroy.

**AGENCY:** Retirement Office

**SERIES:** 3011

**TITLE:** Annual settlement reports

(continued)

**APPRAISAL:**

Administrative Fiscal Historical Legal This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 18.

Disposition is based on the need to document retirement benefits for individual state employees. Program is mandated by Utah Code Annotated Title 49.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public

**AGENCY:** Retirement Office

**SERIES:** 84610

3

**TITLE:** Deceased members records

**DATES:** 1937-1966.

**ARRANGEMENT:** Alphabetical

**TOTAL VOLUME:** 8.00 cubic feet.

**DESCRIPTION:**

This is a record used to verify deceased members of the retirement system. Includes enrollment, refund, and beneficiary forms, and ledgers. This record is obsolete and is no longer used.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 09/01/1989.

**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 20 years and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Retirement Office

**SERIES:** 84126

3

**TITLE:** Employees index cards

**DATES:** 1937-

**ARRANGEMENT:** alphabetical by name

**ANNUAL ACCUMULATION:** 25.00 cubic feet.

**DESCRIPTION:**

This is a file that provides a summary of an individual's history on the system. Also provides information to calculate redeposit amounts after returning to public employment, and determine eligibility and benefits. Includes employment history, termination date, refund amount, refund date, address, date of birth, occupation, and Social Security number.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 09/01/1989.

**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 provided microfilmed.

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

Microfilm duplicate: Retain in Office for 45 years or until administrative use ends and then destroy.

**APPRAISAL:**

Administrative Historical

**AGENCY:** Retirement Office

**SERIES:** 84126

**TITLE:** Employees index cards

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Retirement Office

**SERIES:** 3012

1

**TITLE:** Financial reports and records

**DATES:** 1941-1986.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series includes ledgers, expenditure vouchers, cancelled checks, receipts and disbursements, trial balance journals, and investment fund records.

**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.

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

**APPRAISAL:**

Fiscal



**AGENCY:** Retirement Office

**SERIES:** 19285

3

**TITLE:** Investment fund records

**DATES:** 1963-1983

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Investment fund records are reports on the investment, yield and distribution of monies of a consolidation of participating equities (school and public divisions of the Utah State Retirement System from the Public Safety Retirement System, the Judges' Retirement System, and the Firemen's Pension Act.)

**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.

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

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

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

**APPRAISAL:**

Fiscal Historical

These records document performance and distribution of investments for the Utah State Retirement System for several agencies over a 20 year period and, as such, are of historical and research value.

**AGENCY:** Retirement Office

**SERIES:** 19285

**TITLE:** Investment fund records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Retirement Office

**SERIES:** 18686

3

**TITLE:** Member's annual statements

**DATES:** 1983

**ARRANGEMENT:** Numerical by social security number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The Member's Annual Statement shows the amounts that have been credited to a member's account that year, listed under the member's name. Shows contributions made, interest earned, balance, and estimated payments at retirement.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/2001.

**FORMAT MANAGEMENT:**

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

Computer output microfiche master: Retain in State Records Center for 10 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 18.

**AGENCY:** Retirement Office

**SERIES:** 18686

**TITLE:** Member's annual statements

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Retirement Office

**SERIES:** 18241

1

**TITLE:** Mortgage/real estate records

**DATES:** 1963-

**ARRANGEMENT:** Alphabetical/chronological or numerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records include documentation of sold properties, proposed acquisitions, company profiles, submittals, property reports, general correspondence files.

**RETENTION:**

Retain 45 years.

**DISPOSITION:**

Destroy.

**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 Office for 6 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 45 years and then destroy.

Microfilm duplicate: Retain in Office for 45 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Retirement Office

**SERIES:** 18241

**TITLE:** Mortgage/real estate records

(continued)

**PRIMARY CLASSIFICATION:**

Private

UCA 63G-2-302(2008)

**AGENCY:** Retirement Office

**SERIES:** 3010

3

**TITLE:** Publications

**DATES:** 1941-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains 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, retirement, and all other activities of the State Retirement Office. This series 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.

**APPRAISAL:**

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

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Retirement Office

**SERIES:** 6622

3

**TITLE:** Retirement membership files

**DATES:** 1967-

**ARRANGEMENT:** Numerical by Social Security number.

**ANNUAL ACCUMULATION:** 300.00 cubic feet.

**DESCRIPTION:**

These records contain all transactions between the Utah Retirement Office and individuals in the Utah Retirement System. Records are used for reference, and document the status of members' accounts. Information includes membership forms, enrollment forms, applications for refunds, requests for redeposit information, and withdrawal applications for the 401(k) plan.

**RETENTION:**

Retain 80 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1990.

**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 80 years and then destroy.

Microfilm master: Retain in State Records Center for 80 years and then destroy.

Microfilm duplicate: For records beginning in 1967 through 1999. Retain in State Records Center for 80 years and then destroy.



**AGENCY:** Retirement Office

**SERIES:** 6622

**TITLE:** Retirement membership files

(continued)

**APPRAISAL:**

Administrative Fiscal

These records have administrative and fiscal value as they document employee participation in the state retirement program.

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302 (1)(a) and (f) (2009)

**AGENCY:** Retirement Office

**SERIES:** 3013

3

**TITLE:** State employees' life insurance cards

**DATES:** 1965-1970.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records of life insurance enrollment for state employees. Information on the cards includes employee's name and personal information as well as beneficiary and payroll deduction information.

**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.

**AGENCY:** Retirement Office

**SERIES:** 9236

3

**TITLE:** Unit reports

**DATES:** 1937-

**ARRANGEMENT:** Chronological/numerical

**ANNUAL ACCUMULATION:** 40.00 cubic feet.

**DESCRIPTION:**

This is a report to verify distribution of funds to an individual's account, and to document service credit earned, and to verify termination date of employee. Includes name, Social Security number, wage earned, working hours, and amount contributed to the employee's account.

**RETENTION:**

Retain 45 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 09/01/1989.

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 45 years and then destroy.

Microfilm duplicate: Retain in Office for 45 years and then destroy.

**AGENCY:** Retirement Office

**SERIES:** 9236

**TITLE:** Unit reports

(continued)

**APPRAISAL:**

Administrative Fiscal

These records have administrative and fiscal value as they are used to document funds placed in an individuals' account.

**PRIMARY CLASSIFICATION:**

Private           UCA 63G-2-302 (1)(a) and (f) (2009)

**AGENCY:** Retirement Office

**SERIES:** 3014

3

**TITLE:** University of Utah insurance cards

**DATES:** 1966-1974.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records of life insurance enrollment for university employees. Information on the cards includes employee's name and personal information as well as beneficiary and payroll deduction information.

**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.