

# Retention and Classification Report

**Agency:** Davis County (Utah). Department of Human Resources (260)

Davis Co. Administration Building  
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**Records Officer:** \_\_\_\_\_

25112	Liability claims risk management files
30646	Terminated employee records
21983	Workers compensation claim records
07617	Year end payroll ledgers

**AGENCY:** Davis County (Utah). Department of Human Resources

**SERIES:** 25112

3

**TITLE:** Liability claims risk management files

**DATES:** 1992-

**ARRANGEMENT:** Chronological, thereunder numerical by case number.

**DESCRIPTION:**

These are liability claims for and against the County. They may include legal documents, photos, accident reports, statements, and insurance reports, involved in the investigation and settlement of claims.

**RETENTION:**

Retain for 20 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Liability risk management case files, GRS-2013.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Archives for 20 years and then destroy.

Microfilm duplicate: For records prior to and including 2011. Retain in Office for 20 years and then destroy.

Paper: Retain in Office until scanned and then destroy.

Computer data files: Retain in Office for 20 years after the case is closed and then delete.

**APPRAISAL:**

These records have legal value(s).

**AGENCY:** Davis County (Utah). Department of Human Resources

**SERIES:** 25112

**TITLE:** Liability claims risk management files

(continued)

**PRIMARY DESIGNATION:**

Protected

UCA 63G-2-305 (23)

**AGENCY:** Davis County (Utah). Department of Human Resources

**SERIES:** 30646

3

**TITLE:** Terminated employee records

**DATES:** 2014-

**ARRANGEMENT:** Alphabetical by employee name.

**DESCRIPTION:**

These records capture the employment history documents the application, hiring, cumulative salary, and employment of personnel whose employment was terminated with Davis County. Record may include those necessary to calculate benefits, and can include employee details, department and position information, earnings, deductions, and other records. Final actions taken as a result of disciplinary action may also be included in this series.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 01-26-2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 65 years and then delete.

Paper: Retain in Office until scanned and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

**APPRAISAL:**

These records have legal value(s).

**AGENCY:** Davis County (Utah). Department of Human Resources

**SERIES:** 30646

**TITLE:** Terminated employee records

(continued)

**PRIMARY DESIGNATION:**

Private Utah 63G-2-302(1)(g)(2023).

**SECONDARY DESIGNATION(S):**

Public. Utah Code 63G-2-302(1)(f)(2023).

**AGENCY:** Davis County (Utah). Department of Human Resources

**SERIES:** 21983

3

**TITLE:** Workers compensation claim records

**DATES:** 1980-

**ARRANGEMENT:** Chronological, thereunder numerical by case number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files may contain forms, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made.

**RETENTION:**

Retain for 75 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Worker's compensation case files, GRS-1938.

**AUTHORIZED:** 01-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 75 years and then destroy.

Microfilm master: Retain in Archives for 75 years and then destroy.

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

**APPRAISAL:**

These records have administrative, and/or legal value(s).

**AGENCY:** Davis County (Utah). Department of Human Resources

**SERIES:** 21983

**TITLE:** Workers compensation claim records

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Davis County (Utah). Department of Human Resources

**SERIES:** 7617

3

**TITLE:** Year end payroll ledgers

**DATES:** 1972-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These annual ledgers list payroll amounts at the end of the calendar year. Ledgers list employee's name, department, ID number, gross pay, net pay, all payroll deductions and benefits by pay period for the year. They are created from information obtained from payroll registers.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employee wage history records, GRS-1905.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Archives for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**AGENCY:** Davis County (Utah). Department of Human Resources

**SERIES:** 7617

**TITLE:** Year end payroll ledgers

(continued)

**PRIMARY DESIGNATION:**

Private

UCA 63G-2-302(b) (2008)