

Retention and Classification Report

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

Davis Co. Administration Building
61 South Main Street, P.O. Box 618
Farmington, UT 84025
801-451-3415

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)