

## Retention and Classification Report

**Agency:** Department of Employment Security. Labor Market Information and Research  
Section (333)  
140 East 300 South  
Salt Lake City, UT 84111  
801-526-9655

**Records Officer:** \_\_\_\_\_

04917	*Affirmative action information reports
22139	*Child care workforce surveys
05534	*General Aptitude Test regional research projects
23035	*Occupational employment survey
06232	*Seven-year follow-up vocational ability testing research stu
25100	*State Employment Security Act Automated Management System
06288	*Utah test research materials
06233	*Washington State test research materials and sample data

**AGENCY:** Department of Workforce Services. Workforce Information Services Section

**SERIES:** 4917

3

**TITLE:** Affirmative action information reports

**DATES:** 1976-1989.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These reports were prepared by the Department of Employment Security to assist employers in establishing written affirmative action goals for women and minority groups. The reports contain information pertaining to population, labor force characteristics, and minority organizations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1976 and continuing to the present. 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:**

These records have historical value(s).  
Publications document agency history and functions.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Workforce Services. Workforce Information Services Section

**SERIES:** 22139

3

**TITLE:** Child care workforce surveys

**DATES:** 1999.

**ARRANGEMENT:** Numerical by provider number

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

This survey was conducted in 1999 to gather information regarding the characteristics of child care providers. The survey was used to determine state payment amounts for child care services. Information may include type of center, financial information, services provided, etc. The information is compiled into an annual report retained permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 months and then transfer to State Records Center. Retain in State Records Center for 33 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This survey was conducted in 1999 to gather information regarding the characteristics of child care providers. The survey was used to determine state payment amounts for child care services. Information may include type of center, financial information, services provided, etc. The information is compiled into an annual report retained permanently.

**AGENCY:** Department of Workforce Services. Workforce Information Services Section

**SERIES:** 5534

1

**TITLE:** General Aptitude Test regional research projects

**DATES:** 1950-1980.

**ARRANGEMENT:** Alphabetical by project name

**TOTAL VOLUME:** 32.00 cubic feet.

**DESCRIPTION:**

Records created by agency administration to document the research, creation and application of agency programs, policies and procedures. May include correspondence, policy and program case files, and executive files documenting leadership roles and decision making processes.

**RETENTION:**

Permanent. Retain for 20 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years 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.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based upon the potential research value in documenting the history of vocational testing such as the General Aptitude Test Battery as well as Utah's participation in the research project.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Workforce Services. Workforce Information Services Section

**SERIES:** 23035

3

**TITLE:** Occupational employment survey

**DATES:** 1988.

**ARRANGEMENT:** Numerical by survey number

**TOTAL VOLUME:** 8.00 cubic feet.

**DESCRIPTION:**

This annual survey gathers statistical wage data for Utah, by occupation. The survey is completed by a sample of employers throughout the state. Information includes the Occupational Employment Statistics (OES) code, occupational title, and wages (may be entry, average, median and middle range wages). Data in this series is published annually.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State employee benefit matching money report, GRS-1877.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

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:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Workforce Services. Workforce Information Services Section

**SERIES:** 6232

3

**TITLE:** Seven-year follow-up vocational ability testing research study

**DATES:** 1942-1988.

**ARRANGEMENT:** Alphabetical by state

**TOTAL VOLUME:** 15.00 cubic feet.

**DESCRIPTION:**

These records were created by the state employment offices of 19 states. This project was a national research study to collect research data to be used in refining vocational ability tests, such as the 12 components of the General Aptitude Test Battery (G.A.T.B.). The information was collected at job sites and secondary education/vocational training institutions around the country. The information collected contains: name; social security number; address; family information; employment information; copies of college transcripts; and job performance rating forms.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after completion of project and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the historical value of these records in documenting trends in vocational testing.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Workforce Services. Workforce Information Services Section

**SERIES:** 25100

3

**TITLE:** State Employment Security Act Automated Management System

**DATES:** 1990-1999.

**ARRANGEMENT:** Chronological by report date.

**TOTAL VOLUME:** 6.00 cubic feet.

**DESCRIPTION:**

These records are microfiche generated by the Utah Department of Employment Security and the Department of Workforce Services. This microfiche is the only, and original copy of employment exchange data from 1990 to 1999. These records are reports generated for the State Employment security Act Automated Management System (SAMS). These reports were generated on a monthly basis for program management purposes. These reports contain demographic information and statistics of the number of people that registered with Job Service or Workforce Services, number of job orders placed by employers, number of job openings reported to the Department, and number of job referrals made by the Department.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2003

**FORMAT MANAGEMENT:**

Microfiche master: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based upon administrative needs expressed by the agency.

**AGENCY:** Department of Workforce Services. Workforce Information Services Section

**SERIES:** 25100

**TITLE:** State Employment Security Act Automated Management System

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Workforce Services. Workforce Information Services Section

**SERIES:** 6288

1

**TITLE:** Utah test research materials

**DATES:** 1952-1986.

**ARRANGEMENT:** Alphabetical by project name

**TOTAL VOLUME:** 25.00 cubic feet.

**DESCRIPTION:**

This series documents the research conducted by the United States Employment Service, Test Development Program into vocational tests such as the General Aptitude Test Battery (GATB). This series consists of material collected from the State of Utah and others. Information includes completed studies, and related material.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based upon the potential research value in documenting the history of vocational testing such as the General Aptitude Test Battery as well as Utah's participation in the research project.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Workforce Services. Workforce Information Services Section

**SERIES:** 6233

1

**TITLE:** Washington State test research materials and sample data

**DATES:** 1942-1980.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 9.00 cubic feet.

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based upon the potential research value in documenting the history of vocational testing such as the General Aptitude Test Battery as well as Utah's participation in the research project.

**PRIMARY DESIGNATION:**

Private