

Retention and Classification Report

Agency: Department of Employment Security (360)

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Salt Lake City, UT 84111
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Records Officer: _____

23061	*Administrative records
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AGENCY: Department of Employment Security

SERIES: 23061

3

TITLE: Administrative records

DATES: 1953-1981.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains correspondence, reports, agreements, job description information, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: 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.

Microfilm master: Retain in State Archives permanently.

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

APPRAISAL:

These records have historical value(s).

These records document the history and functions of the agency and have ongoing value for researchers.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Employment Security

SERIES: 1272

3

TITLE: Directory of Utah manufacturers

DATES: 1946-1982.

ARRANGEMENT: Chronological by date created.

DESCRIPTION:

This series contains directories published by the Department of Employment Security that inform purchasers, suppliers and others of products produced and used by Utah firms. The directories contain information pertaining to employment, wages, firms, industries, manufacturers, and products.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

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APPRAISAL:

These records have administrative, and/or historical value(s).
Directories document agency history and have ongoing research value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Employment Security

SERIES: 23059

3

TITLE: Employment security laws

DATES: 1947-1994.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains copies of the Employment Security Act, as amended over time, which provides for the supervision and administration of employment and unemployment throughout the state.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Employment Security

SERIES: 1277

3

TITLE: Job description and employee classifications manuals

DATES: 1953-1955.

ARRANGEMENT: Chronological, thereunder alphabetical by agency name

DESCRIPTION:

This series contains manuals created by the Department of Employment Security for specific state agencies to be used as a training and reference guide. The manuals contain information pertaining to job title; classification code; job summary; examples of work performed; and skills, knowledge, abilities, education and experience required to perform the job.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Publications document agency history and functions. Publications have ongoing research value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Employment Security

SERIES: 3794

3

TITLE: Labor market highlights reports

DATES: 1950-1973.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains weekly reports by the Department of Employment Security which summarize labor market activity. The reports contain information pertaining to job openings, insured unemployment, employers, job seekers and researchers. Previously known as the "Labor Market Bulletin Weekly Summary," the title was changed to "Utah Labor Market Highlights" in April, 1967.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: For records beginning in 1954 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.

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APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Employment Security

SERIES: 1276

3

TITLE: Labor market quarterly

DATES: 1949-1981.

ARRANGEMENT: Chronological.

DESCRIPTION:

This quarterly publication of the Department of Employment Security is intended to provide detailed statistics on employment, payrolls, unemployment insurance and employment office activities for the use of government officials, business and educational institutions, labor organizations, research bureaus and others who require such data to analyze and evaluate the economy of the state.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

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APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Employment Security

SERIES: 1275

3

TITLE: Newsletters

DATES: 1942-1994.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains newsletters created by the Department of Employment Security to provide current employment conditions. The newsletters contain information pertaining to employment, unemployment, labor, wages, economic trends, and consumer prices.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

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

APPRAISAL:

These records have historical value(s).
Newsletters document the history and functions of an agency.
Newsletter have ongoing research value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Employment Security

SERIES: 23050

3

TITLE: Occupation reports

DATES: 1947-1990.

ARRANGEMENT: Chronological.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

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AUTHORIZED: 10-30-2018

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APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Employment Security

SERIES: 30029

1

TITLE: Occupational Employment Survey forms

DATES: 1988

ARRANGEMENT: Generally numerical by form number, thereunder by schedule number.

DESCRIPTION:

This series contain survey forms submitted by employers throughout the state. The forms were apparently created by the U. S. Department of Labor, sent out by the Department of Employment Security, and voluntarily filled out and returned. The surveys were a tool for gathering statistical data about employment in the state. They focus on information about the number of employees and positions they held in each organization surveyed. There are forms for employers in various industries, and subcategories within each industry. The industries include such categories as "Motor Freight Transportation and Warehousing Industry," "Wholesale and Retail Trade Industry," "Communications Industry," and "State and Local Governments." Most of the surveys are on forms sent out and returned, but there are some forms filled out over the telephone. Each employer was given a unique number and the many numbers missing in the sequence suggest that many employers chose not to return a survey form.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Employment Security

SERIES: 1278

3

TITLE: Publications

DATES: 1942-1996.

ARRANGEMENT: Chronological.

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, employment, unemployment, labor, insurance, economics, population and all other activities of the Department of Employment Security. This series consists primarily of isolated publications not part of a more specific series.

RETENTION AND DISPOSITION AUTHORIZATION:

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AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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APPRAISAL:

These records have historical value(s).

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

AGENCY: Department of Employment Security

SERIES: 1278

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Employment Security

SERIES: 3620

3

TITLE: Unemployment insurance reports

DATES: 1946-1994.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports created by the Department of Employment Security which relate to unemployment insurance. The reports contain information pertaining to unemployment, insurance, payroll, economy, compensation, and claims.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: For records beginning in 1950 and continuing to the present. Retain in Office until administrative need ends and then transfer to State Archives 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 fiscal, and/or historical value(s).

The records document almost 50 years of agency reports on unemployment insurance, compensation and claims. These documents have ongoing research value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.