

## Retention and Classification Report

**Agency:** Department of Workforce Services. Employment Advisory Council (361)

140 East 300 South  
Salt Lake City, UT 84111  
801-536-7680

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

09640	Minutes and discussion materials
01280	Unemployment compensation report

**AGENCY:** Department of Workforce Services. Employment Advisory Council

**SERIES:** 9640

3

**TITLE:** Minutes and discussion materials

**DATES:** 1949-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These council minutes and materials record a history of decisions made by the Employment Security Advisory Council. The actions of the Council are the basis for submitting proposed legislation recommending changes to the Employment Security Act. The materials include minutes (date, place, members present, purpose of meeting, discussion, adjournment time); executive summaries of proposed legislation affecting the Utah Employment Security Act; reports, statistics, and correspondence relating to discussion; and council listings of members (employer, employee, and public representatives; work addresses and telephone numbers).

**RETENTION:**

Permanent. Retain for 20 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These records are historical because they provide evidence of significant policy formulation and business processes of the government, and they provide evidence of governmental

**AGENCY:** Department of Workforce Services. Employment Advisory Council

**SERIES:** 9640

**TITLE:** Minutes and discussion materials

(continued)

deliberations, decisions, and actions relating to major social,  
economic, and environmental issues.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2020.

**AGENCY:** Department of Workforce Services. Employment Advisory Council

**SERIES:** 1280

3

**TITLE:** Unemployment compensation report

**DATES:** 1962-

**ARRANGEMENT:** Alphanumerical.

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**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.

Computer data files: Retain in Office permanently and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records are historical because they provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment; they also contribute substantially to knowledge and understanding of the people and communities of our state.

**AGENCY:** Department of Workforce Services. Employment Advisory Council

**SERIES:** 1280

**TITLE:** Unemployment compensation report

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2020.