

Retention and Classification Report

Agency: Labor Commission (525)

160 E. 300 So.
Salt Lake City, UT 84111
801-538-6814

Records Officer: _____

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AGENCY: Labor Commission

SERIES: 25118

3

TITLE: Accounts Payable - Administrative

DATES: 1998-

ARRANGEMENT: Alphabetical by vendor name.

DESCRIPTION:

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices and purchasing records.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This disposition is based on state general retention schedule item 7-53.

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 1286

3

TITLE: Administrative records

DATES: 1917-

ARRANGEMENT: Alphabetical by division, thereunder chronological by date

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records provide a record of communication between the Commissioner and the various divisions within the Labor Commission. The material reflects the history of the Labor Commission. The files contain correspondence, reports, studies, agreements, organizational charts, policies and procedures, statistical information, minutes, etc.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 6 years 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 administrative, and/or historical value(s). This disposition is based on the historical value of the series. While portions of the material are duplicated at the division level, this series would provide a complete history of the Office

AGENCY: Labor Commission

SERIES: 1286

TITLE: Administrative records

(continued)

of the Commissioner.

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 29611

3

TITLE: Annual Report

DATES: 2008-

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(7)(2017) and 9-7-208(4)(2006).

RETENTION:

Retain permanently

DISPOSITION:

May 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:

APPRAISAL:

These records have historical value(s).

AGENCY: Labor Commission

SERIES: 18100

1

TITLE: Appeals files

DATES: 1974-1975.

ARRANGEMENT:

DESCRIPTION:

Series created to permit linking of microfilm. Titles indicate these may be appeals files from the employment security section of the industrial commission.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

AGENCY: Labor Commission

SERIES: 18097

3

TITLE: Biennial reports

DATES: 1917-

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:

These records are in Archives' permanent custody.

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.

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 82525

3

TITLE: Cancelled or expired insurance coverage closed investigation files

DATES: 1950-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document companies whose workers' compensation insurance policies expired or were canceled and who were thus not covered by workers' compensation insurance. These cases were followed by an examination of the company and the reason for no coverage was determined. This can be the case if a company has not paid its premiums, has gone out of business, or has changed policies or names and has not informed the Uninsured Employers' Fund. The files include the name(s) of the company, the names of past and present insurance carriers, the reasons for no coverage, and all related correspondence.

RETENTION:

Retain for 15 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 15 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based on agency needs per agency request.

AGENCY: Labor Commission

SERIES: 28522

3

TITLE: Cash receipt logs and bank reconciliations

DATES: 2005-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records include cash receipt logs, which document cash payments made to the agency for services rendered, such as providing inspections of elevators, boilers, or pressure vessels, collecting unpaid wages, and processing non-compliance fees assessed by Utah's Occupational Safety and Health Administration (OSHA) or by the Division of Industrial Accidents. The records also include bank reconciliation statements, which show the monthly deposits and reconciliation of the cash receipt logs.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(3)(e) 2014

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Labor Commission

SERIES: 19506

3

TITLE: Commission and appeals board decisions

DATES: 1982-1999.

ARRANGEMENT: Chronological

DESCRIPTION:

These records provide a record of the final decisions of Administrative Law Judge's (ALJ), Labor Commission and Appeals Board in Worker's Compensation, Occupational Disease, Occupational Safety and Health, Employment Discrimination, Fair Housing and Wage Claim cases. The series consists of the final decision issued by the ALJ's, The Commission or Appeals Board and may contain the name and addresses of the parties involved, social security numbers, and summary of medical information. These final decisions and all supporting documentation are retained for 75 years under series 82227, Contested case files and series 14657, Compensation agreements.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/1998

FORMAT MANAGEMENT:

Paper: Retain in Office until case is closed 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, historical, and/or legal value(s). This disposition is based on the historical value of the material in documenting the decisions of the Commission and to meet the requirements of Utah Code 34A-1-104 and Utah Code 34A-1-402.

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 19506

TITLE: Commission and appeals board decisions

(continued)

SECONDARY DESIGNATION(S):

Private

AGENCY: Labor Commission

SERIES: 28927

3

TITLE: Compensation case decisions

DATES: 1942-1963

ARRANGEMENT: Chronological by hearing date.

DESCRIPTION:

This series contains transcripts of hearings before the Commission.

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).

This series has permanent historical value as documentation of formal decisions handed down by the Commission.

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 81140

3

TITLE: Computer payroll printout

DATES: 1980-2003.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These are computer generated reports documenting all individuals on the Second Injury fund payroll for a work related injury. They are printed every four weeks, at the time the warrants for payment are prepared. They are needed for statistical analyses. The information includes names of all the applicants, vendor numbers, and amount of weekly payment.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based on agency needs per agency request.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public

AGENCY: Labor Commission

SERIES: 14785

3

TITLE: Contested attorney case files

DATES: 1985-2005.

ARRANGEMENT: Alphabetical by name, thereunder chronological

DESCRIPTION:

These files were created and maintained by representing attorneys who handle cases brought by the Labor Commission against companies not in compliance with federal and state statutes. Case files also include cases brought by injured workers against the Uninsured Employers Fund and the Employers Reinsurance Fund. Files also include cases contesting Occupational Safety and Health citations. Labor Commission attorneys work these cases independent of the Attorney General's Office. Records include pleadings, depositions, attorney work product, discovery documents, interviews, and other investigation materials not brought before the judge.

RETENTION:

Retain for 10 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2013

FORMAT MANAGEMENT:

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Sound recordings: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then erase.

Video recordings master: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

AGENCY: Labor Commission

SERIES: 14785

TITLE: Contested attorney case files

(continued)

APPRAISAL:

These records have administrative value(s).

Any records pertinent or used during litigation are included in series 82227, and are retained for 75 years after the case closes. These records are kept as additional reference materials.

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302

SECONDARY DESIGNATION(S):

Public
Protected. Utah Code 63G-2-305(17)
Controlled. Utah Code 63G-2-304

AGENCY: Labor Commission

SERIES: 23348

3

TITLE: Contested Case Files II

DATES: 2000-

ARRANGEMENT:

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

This series consists of contested cases brought by injured workers for workers compensation benefits. These benefits are to be paid by statutorily created funds: Uninsured Employers Fund or the Employers Reinsurance Fund. Information in this series includes pleadings, depositions, attorney work product, discovery documents and orders. These cases may be reopened at any time until the death of the injured worker.

RETENTION:

Retain for 75 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months after after case closes and then transfer to State Records Center. Retain in State Records Center for 894 months and then destroy.

Video recordings master: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 894 months and then destroy.

Audio cassettes: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 894 months and then destroy.

AGENCY: Labor Commission

SERIES: 23348

TITLE: Contested Case Files II

(continued)

APPRAISAL:

These records have legal value(s).

Retention is based on the fact that employee has the right to seek additional benefits at any time throughout their lives.

There is no statute of limitations for these injuries.

PRIMARY DESIGNATION:

Private

AGENCY: Labor Commission

SERIES: 18105

3

TITLE: Correspondence

DATES: 1977-

ARRANGEMENT: Chronological by date, thereunder alphabetical by commission member

DESCRIPTION:

According to microfilm title may include miscellaneous correspondence from county attorneys.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Legal counsel records, GRS-1721.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Correspondence documents the administration or management of the office organization, it's policies, procedures and achievements.

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 82520

3

TITLE: Deleted self insured company files

DATES: 1950-

ARRANGEMENT: Alphabetical by name of company

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document companies who have been self insured for workers' compensation coverage, but are no longer. They include information regarding the company, such as types of operation and annual reports; statistical information regarding the number of employees and number of accidents per year; the dates of self-insurance; the date self insurance was canceled; and all related correspondence.

RETENTION:

Retain for 45 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 42 years and then destroy.

APPRAISAL:

These records have administrative value(s).
This retention is based on agency needs per agency request.

AGENCY: Labor Commission

SERIES: 82520

TITLE: Deleted self insured company files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 29669

3

TITLE: Dependent minor workers' compensation death benefit records

DATES: circa. 2000-2004.

ARRANGEMENT: Chronological by subject's date of birth.

DESCRIPTION:

Prior to 2004, the Labor Commission had a program wherein minor children whose parent was killed in an on-the-job accident would receive benefits from the workers compensation program until the child turned 18. The funds were deposited into a trust account at the bank, and were released to the child as needed for school or other expenses. The program was updated circa 2004 so that the Department no longer managed the accounts. Records in this series may include bank statements, eligibility records, and bank activity records.

RETENTION:

Retain for 25 year(s) after date of birth

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Trust financial records, GRS-1858.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 18 years after date of birth 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).

RETENTION JUSTIFICATION:

GRS-1858: Trust financial records has a retention of "retain for 7 years after final action, then destroy." In the case of these records, the "final action" is the recipient turning 18 years of age. Therefore, records should be kept until 7 years after the recipient turns 18, or in other words, 25 years after the recipient's date of birth.

AGENCY: Labor Commission

SERIES: 29669

TITLE: Dependent minor workers' compensation death benefit records

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(b) and (d)(2018)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2018.

AGENCY: Labor Commission

SERIES: 6825

3

TITLE: Division staff minutes

DATES: 1983-1994.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These files document the administrative minutes of the division staff meetings. Included are administrative decisions and abstracts of subjects discussed in the meetings. This series is now part of Series 1286 - Administrative Records.

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 3 years or until administrative needs ends 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 importance of these files in documenting the activities of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 18099

3

TITLE: Employer records

DATES: 1973-1976.

ARRANGEMENT: Alphabetical by employer name.

DESCRIPTION:

Series created to permit linking of microfilm. Film titles indicate this may include employment security employer files, correspondence, new accounts, accounts correspondence, bonus cards, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2003

FORMAT MANAGEMENT:

Microfilm master: Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).
This disposition is due to the value of this material to researchers.

PRIMARY DESIGNATION:

Private

AGENCY: Labor Commission

SERIES: 712

3

TITLE: Employer system

DATES: 1987-

ARRANGEMENT: Numerical by employer/UI number.

DESCRIPTION:

This system keeps track of the employer and the employers' workers' compensation insurance and injuries, accidents, wage claims, elevator and boiler inspections and any discrimination violations. Some of the information generated has a major effect on the productivity of the employer and the well being of the employees. The intent of the system is to keep track of the Utah employer, their subsidiaries and their employees. This series includes but is not limited to the number of employees, location of the business, safety compliance, discrimination information regarding employees, employees reporting injuries, employers with Workers' Compensation coverage, number of employees paid for disabling injuries and the length of time they receive compensation.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 73 years and then destroy.

APPRAISAL:

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

AGENCY: Labor Commission

SERIES: 712

TITLE: Employer system

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Labor Commission

SERIES: 81272

3

TITLE: Employer's re-insurance fund cases on appeal

DATES: 1970-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These documents are generated by the Employer's Re-Insurance Fund. When a disabled worker's employer payment end, the re-insurance payment begins. This program is authorized by UCA 34-A-2-702. These files document cases in which an individual was considered ineligible in a court hearing for reimbursement for an industrial accident who is now contesting that decision. Once a decision is reached by the Court of Appeals regarding the case, the file is moved to a new location, such as the No Liability Files. The files include a description of the injury and how it occurred, medical reports, a request for preliminary hearing, hearing notices, affidavits, a summary of testimony heard at the hearing, the administrator's notes from the hearing, and an order from the Industrial Commission.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office until Utah Court of Appeals decision has been made and then transfer under new retention.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public hearing decisions, orders from the Commission

AGENCY: Labor Commission

SERIES: 81272

TITLE: Employer's re-insurance fund cases on appeal

(continued)

SECONDARY DESIGNATION(S):

Private. all information not otherwise specified

Controlled. psychiatric reports, judges' notes

AGENCY: Labor Commission

SERIES: 82992

3

TITLE: Endorsements from workers' compensation fund

DATES: 1983-1986.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These files represent any changes, cancellations, or reinstatements involving workers' compensation insurance of agencies insured through the Workers' Compensation Fund. They include current and outdated policy information and name and address of agency.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 15 years and then destroy.

APPRAISAL:

These records have administrative value(s).
This retention is based on agency needs per agency request.

AGENCY: Labor Commission

SERIES: 28807

3

TITLE: Executive correspondence

DATES: 1910-

ARRANGEMENT:

DESCRIPTION:

These records support the agency's function to protect the health, safety, and economic well-being of employees and employers. Correspondence documents the executive decision-making process of the agency's commissioner or division directors and highlights the efforts made to achieve the agency function. Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.

RETENTION:

Permanent. Retain until separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until separation and then transfer to State Archives with authority to weed.

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

AGENCY: Labor Commission

SERIES: 28807

TITLE: Executive correspondence

(continued)

APPRAISAL:

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

These records are historically valuable for research as documentation of the agency's development and direction.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.

AGENCY: Labor Commission

SERIES: 82518

3

TITLE: Extra-territorial insurance records

DATES: 1985-

ARRANGEMENT: alphabetical by name of company, thereunder chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document Utah companies which set up temporary projects out of state, hiring only Utah workers. These companies receive Workers' Compensation coverage from within Utah for six month periods which are renewable. This is a single sheet verifying that the employer does indeed have coverage through the state of Utah if there are any questions or disputes. Includes name of company, name of insurance carrier, statement that insurance is valid outside the state of Utah, signature of insurance carrier's authorized agent, and policy number.

RETENTION:

Retain for 15 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 15 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based on agency needs per agency request.

AGENCY: Labor Commission

SERIES: 80723

3

TITLE: Final payment files

DATES: 1950-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These files document cases in which an individual was on the payroll for injury resulting from an industrial accident and has received their final payment. Once final payment is disbursed, the file is taken from the active payroll file and refiled in the final payment files. They include a description of the injury and how it occurred, medical reports, a request for hearing, hearing notices, stipulated settlements or compensation agreements, an order of payment from the Industrial Commission, reimbursement of carrier notices, affidavits, a summary of testimony heard at hearing, and administrator's notes from the hearing.

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after final payment is made and then transfer to State Records Center. Retain in State Records Center for 18 years and then destroy.

APPRAISAL:

These records have administrative value(s).
This retention is based on agency needs per agency request.

AGENCY: Labor Commission

SERIES: 80723

TITLE: Final payment files

(continued)

PRIMARY DESIGNATION:

Public hearing decisions, orders from the Commission

SECONDARY DESIGNATION(S):

Private. all information not specified otherwise
Controlled. psychiatric information, judges' notes

AGENCY: Labor Commission

SERIES: 6290

1

TITLE: Financial records

DATES: 1980-1998.

ARRANGEMENT: None

DESCRIPTION:

Includes the following: FICAA01T Trail balance monthly. FICAA05P Outstanding encumbrance. FICAA09P Outstanding reservation. FICAA10P Cash deposits. FICAA30P General ledger activity. FICAA85P Revenue and expenditure status by fund. FICAED01 Expenditure detail by sub-account. FICAES01 Expenditure status by sub-account. FICAES02 Work program/expenditure comparison by summary account. FICARD01 Revenue detail by sub-account within organization. FICARS01 Revenue status by sub-account. FICARS02 Estimated revenue/realized revenues. FICAER01 Expenditure/revenue summary by level 2. FICAMP01 Revenue account status by activity other than Department of Transportation. OBSOLETE RECORD SERIES BY 1998.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

AGENCY: Labor Commission

SERIES: 28928

3

TITLE: Financial records

DATES: 1929-1959

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains various financial records associated with programs run by the Commission.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1917 through 1970. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the financial operation of the Commission.

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 81192

3

TITLE: Future payment files

DATES: 1970-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.80 cubic feet.

DESCRIPTION:

These files document cases where an individual has been awarded compensation for injury or illness sustained at the work place but will not receive payment until a later date. When the diared date is reached, payment will be made, or the date rescheduled due to an appeal. The checks may be disbursed as a lump sum or as payroll. At time of payment, the file is moved to the lump sum files (series 80716) or to the payroll files (series 81181). In the event payment is to be made to the insurance carrier as a reimbursement, the file is maintained until a notice for reimbursement is received. If this is the case, the file is moved to the Insurance Carrier files (series 81271). This series includes a description of the injury and how it occurred, medical reports, a request for hearing, a hearing notice, affidavits, a summary of testimony heard at the hearing, and administrator's notes.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office until payment is made and then file moves to new retention.

APPRAISAL:

These records have administrative value(s).

This retention is based on agency needs per agency request.

AGENCY: Labor Commission

SERIES: 81192

TITLE: Future payment files

(continued)

PRIMARY DESIGNATION:

Public	hearing decisions, orders from the Commission
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SECONDARY DESIGNATION(S):

Private.	all information not otherwise specified
Controlled.	psychiatric reports, judges' notes

AGENCY: Labor Commission

SERIES: 18098

3

TITLE: General safety orders booklets

DATES: 1945-1969.

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:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

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

Microfilm duplicate: 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).

These publications document the function of the agency.

Publications have ongoing research value.

AGENCY: Labor Commission

SERIES: 18098

TITLE: General safety orders booklets

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 29087

3

TITLE: Gifts given to the Commissioner

DATES: 2014.

ARRANGEMENT: None.

DESCRIPTION:

These gifts are objects that have special historical significance because of their historic or evidentiary value and their association with the function and activity of a governmental entity. Governmental entities work with the Division of Archives to ensure that these historical objects are properly documented and preserved. (Utah Code 63A-12-103(10)(2016))

RETENTION:

Permanent. Retain until separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Artifacts, GRS-2049.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These artifacts have permanent historical value as documenting the international networking of the Labor Commissioner while a representative in Taiwan.

AGENCY: Labor Commission

SERIES: 29087

TITLE: Gifts given to the Commissioner

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 28926

3

TITLE: Hearing files

DATES: 1950-1965

ARRANGEMENT: Alphabetical by petitioner name.

DESCRIPTION:

This series contains informational files related to petitions heard before the Commission.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1950 through 1960. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of hearings conducted by the Commission.

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 23305

3

TITLE: Hearing tapes

DATES: 1992-2014.

ARRANGEMENT: Chronological by hearing date

DESCRIPTION:

These hearing tapes contain the recordings of proceedings before the Administrative Law Judge of the Labor Commission. These recordings are used as a reference for judges or Review Board to make determination in cases. They are also used to obtain transcripts of hearings as requested.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2001

FORMAT MANAGEMENT:

Audio cassettes: Retain in Office for 5 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 81181

3

TITLE: Injury compensation payroll case files

DATES: 1950-2003.

ARRANGEMENT: Chronological by year and therein by case number.

DESCRIPTION:

These files document individuals on payroll after being awarded compensation for an industrial accident. They document those individuals receiving permanent total compensation, permanent partial compensation, and those receiving temporary compensation if payments for such are being made over a period of time. Temporary payment files will be refiled under Final Payment Case Files (see series 80723) at time of final payment. The files include a description of the injury and how it occurred, medical reports, a request for hearing, hearing notices, summaries of the hearing, compensation agreements, an order of payment from the Industrial Commission, affidavits, administrator's notes from the hearing, the amount awarded, and the date(s) of payment.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2003

FORMAT MANAGEMENT:

Paper: Retain in Office until case is closed and final payment has been made and then transfer to payment file (series # 80723).

APPRAISAL:

These records have administrative value(s).
This retention is based on agency needs per agency request.

PRIMARY DESIGNATION:

Public hearing decisions, orders from the Commission

AGENCY: Labor Commission

SERIES: 81181

TITLE: Injury compensation payroll case files

(continued)

SECONDARY DESIGNATION(S):

Private.	all information not specified otherwise
Controlled.	psychiatric information, judges' notes

AGENCY: Labor Commission

SERIES: 23025

3

TITLE: Inspector time sheets

DATES: 1992-1995.

ARRANGEMENT: Chronological, thereunder alphabetical by surname

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

This series consists of time sheets for boiler inspectors. A separate series is no longer maintained for the inspectors. Information includes name, number of hours worked, etc.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 81271

3

TITLE: Insurance carrier files

DATES: 1970-1994.

ARRANGEMENT: Alphabetical by name of carrier

DESCRIPTION:

These files document reimbursements of insurance carriers. The file is kept in this area if only the insurance carrier was paid and not the individual directly. They are maintained separately from the payroll files. The files include a description of the injury and how it occurred, medical reports, a request for hearing, hearing notices, summaries of hearing, compensation agreements, an order of payment from the Industrial Commission, reimbursement of carrier notices, affidavits, a summary of the testimony heard at the hearing, and administrator's notes from the hearing.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after payment has been made and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public hearing decisions, orders from the Commission

SECONDARY DESIGNATION(S):

Private. all information not otherwise specified
Controlled. psychiatric reports, judges' notes

AGENCY: Labor Commission

SERIES: 7210

3

TITLE: Insurance fund claim files

DATES: 1910-1987.

ARRANGEMENT: Chronological.

DESCRIPTION:

This records series is created by Workers Compensation Fund as claim files for injury reports that are submitted to the agency. Adjusters use these files to maintain and update history and payments to claimants and to document claims records and other data. The contents of the files contain employers reports of injury, wage and salary information, job descriptions, medical and physical therapy, hospital records, recorded statements, court orders, confidential personnel records, bills, and copies of checks.

RETENTION:

Retain for 80 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 80 years and then destroy.

Microfilm master: Retain in Archives for 80 years and then destroy.

Microfilm duplicate: Retain in Archives for 80 years and then destroy.

APPRAISAL:

These records have administrative value(s).

These records have legal value as they are maintained in accordance with UCA 34A-2-420.

AGENCY: Labor Commission

SERIES: 7210

TITLE: Insurance fund claim files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(g)(2015)

Protected. Utah Code 63G-2-305(39)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Labor Commission

SERIES: 28925

1

TITLE: Job Opportunities in the Business Sector (JOBS) program files

DATES: 1970-1979

ARRANGEMENT: Chronological by calendar year, thereunder alphabetical by month.

DESCRIPTION:

This series contains files related to the Jobs Opportunities in the Business Sector program.

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.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the JOBS program operated by the Commission.

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 11778

3

TITLE: Labor hearings records

DATES: 1943-1950.

ARRANGEMENT: Chronological

DESCRIPTION:

Bound copies of petitions, certifications, decisions, and other transcripts of cases heard before the Utah Labor Relations Board.
Microfilm of Labor division and Labor relations records

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative hearing records, GRS-1655.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

APPRAISAL:

These records have historical value(s).

Records in this series document the history, functions, and decisions of the board.

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 14200

3

TITLE: Labor hearings, decisions, and certification records

DATES: 1947-

ARRANGEMENT: Chronological

DESCRIPTION:

Transcripts of hearings conducted as part of the regulatory process and hearings on proposed rules and changes; they may be maintained with related information including meeting notices, proofs of publications, meeting minutes, and the conclusions reached.

RETENTION:

Permanent. Retain for 60 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative hearing records, GRS-1655.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 59 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 on the secondary historical value to researchers interested in business activities in Utah.

AGENCY: Labor Commission

SERIES: 14200

TITLE: Labor hearings, decisions, and certification records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 28924

3

TITLE: Labor organization registration files

DATES: 1960-1970

ARRANGEMENT: Alphabetical by organization name.

DESCRIPTION:

This series contains registration forms submitted by labor organizations in accordance with the requirements of Utah law.

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).

This series has permanent historical value as representative documentation of the registration of labor organizations with the Commission.

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 22961

3

TITLE: Laws, rules and regulations

DATES: 1917-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These laws, rules and regulations of the Labor Commission (Industrial Commission) are created to supervise and administer employment of women, children and minors; Labor Relations Act; Labor Relations Board; Anti-Discrimination Act; Workmen's Compensation Act; and boiler and pressure vessels.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2003

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.

APPRAISAL:

These records have historical value(s).

This retention is based on the value of this material to researchers.

AGENCY: Labor Commission

SERIES: 22961

TITLE: Laws, rules and regulations

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 6817

3

TITLE: Leave application files

DATES: 1985-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

Application for leave and supporting papers relating to request for and approval of leave.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Labor Commission

SERIES: 80716

3

TITLE: Lump sum payment files

DATES: 1950-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

These files document lump sum payments awarded to individuals injured in an on-the-job industrial accident. The series includes a description of the injury, how the injury resulted, medical reports, request for hearing, hearing notice, summary of hearing, compensation agreements, order of payment from the Industrial Commission, reimbursement of carrier notice, affidavits, administrator's notes, the amount awarded, date of the payment, and possibly a copy of the check.

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 2 years after payment has been made and then transfer to State Records Center. Retain in State Records Center for 73 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention period is based on agency need per agency request.

AGENCY: Labor Commission

SERIES: 80716

TITLE: Lump sum payment files

(continued)

PRIMARY DESIGNATION:

Public decisions of hearings, orders from the Commission

SECONDARY DESIGNATION(S):

Private. all information included in file not mentioned elsewhere
Controlled. psychiatric evaluations, judges' notes

AGENCY: Labor Commission

SERIES: 5200

3

TITLE: Minutes

DATES: 1917-1994.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Records created by a committee or conference, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recordings if minutes are not taken. The minutes are now maintained as part of series 1286, Administrative Records.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years 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 administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 1288

3

TITLE: Motion records

DATES: 1917-1944.

ARRANGEMENT: Chronological

DESCRIPTION:

Formal motions made at meetings of the Industrial Commission. Motions pertain to industrial injury claims, issuance of certificates of authority (for self-insurance), purchase requisitions, adoption of Commission regulations, etc. Includes parties or topic title, copy of motion, date, and roll call vote.

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).

While motions regarding supply requisitions have limited value, information on the regulations of the Commission and the injury cases heard by them provide historical data on Commission operation.

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 82913

3

TITLE: No insurance coverage investigation case files

DATES: 1984-

ARRANGEMENT: alphabetical by name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are cases in which an investigation is underway involving adequacy of employers' workers' compensation coverage. If it is discovered that an employer is not properly covered, notices are sent to inform the agency that they must comply with state law in gaining such coverage. If no response is given, more serious action may be taken by the Uninsured Employers' Fund.

RETENTION:

Retain for 50 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after investigation is completed and then transfer to State Records Center. Retain in State Records Center for 40 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based on agency needs per agency request. Once information has been gathered regarding an employer, that information is valuable for later investigations.

AGENCY: Labor Commission

SERIES: 81186

3

TITLE: No liability case files

DATES: 1970-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files document cases in which an individual requesting compensation for an injury or illness sustained on the job appeared in court and was determined ineligible for Second Injury Fund payments. Once the case has been decided, the Second Injury Fund Office receives an order from the Industrial Commission stating that no payment will be made. They include medical reports, requests for hearing, court orders, hearing notices, summaries of hearing, affidavits, administrator's notes, and a notice of no payment from the Industrial Commission.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after order for no payment by Industrial Commission and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based on agency needs per agency request. Any information relevant to a possible appeal is kept with the Industrial Commission.

AGENCY: Labor Commission

SERIES: 81186

TITLE: No liability case files

(continued)

PRIMARY DESIGNATION:

Public	hearing decisions, orders from the Commission
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SECONDARY DESIGNATION(S):

Private.	all information not otherwise specified
Controlled.	psychiatric reports, judges' notes

AGENCY: Labor Commission

SERIES: 81380

3

TITLE: Office files card index

DATES: 1970-

ARRANGEMENT: Alphabetical by type of payment

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are 5"x 7" index cards grouped according to type of payment. They document each individual currently receiving payment or who has ever received payment from the Second Injury Fund. They are used to locate an individual's file.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in Office for 1 year and then destroy provided microfilm has been superseded.

APPRAISAL:

These records have administrative value(s).

These records are considered vital to the agency's function.

Backup copies must be maintained. Information contained on all cards referencing payroll cases is also stored on the automated system. Lump sum and all other non-payroll index cards are to be microfilmed yearly.

AGENCY: Labor Commission

SERIES: 81380

TITLE: Office files card index

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Labor Commission

SERIES: 22962

3

TITLE: On-the-job newsletters

DATES: 1991-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains newsletters publicizing activities of the Labor Commission (Industrial Commission) with information pertaining to the Commissioner's message, legislation, rules, worker's compensation, employment, working conditions, safety, and discrimination.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 81378

3

TITLE: Out of court settlements

DATES: 1970-1994.

ARRANGEMENT: alphabetical by surname

DESCRIPTION:

These records document cases in which a settlement was offered to the injured party out of court. A settlement is reached between the Administrator of the Second Injury Fund and the applicant's attorney. These files are refiled when the applicant decides whether to accept the offer or request a hearing. If no settlement is reached, the case will go through the hearing process. The files include a description of the injury and how it occurred, medical reports, and a statement of the settlement.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office until offer has been accepted or until case has gone to hearing and then transfer under new retention.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private all information not otherwise specified

SECONDARY DESIGNATION(S):

Controlled. psychiatric reports

AGENCY: Labor Commission

SERIES: 6820

3

TITLE: Out of state travel authorization files

DATES: i 1984-1991.

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

Correspondence, forms, and related records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule. As of March, 1991, Workers' Compensation Fund no longer participates in the programs and facilities offered by the Utah State Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Reimbursement files, GRS-1833.

AUTHORIZED: 01-11-2019

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, and/or fiscal value(s).
This disposition is based on

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 81538

3

TITLE: Payroll automated system reports

DATES: 1950-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

This automated data system keeps a record of all individuals having received or currently receiving payroll funds from the Second Injury Fund. Every four weeks the payroll report is generated listing the names of individuals being paid and the amount paid. A copy of the report is sent to State Finance for the checks to be issued. Information includes the name of the individual, the vendor number, the weekly amount of payment, the amount paid to date, the date to which payments will be made, and all other types of payments made in the name of a particular applicant (such as payments to insurance carriers, etc.). Information also includes insurance carrier payments, the name of the carriers, the payments to carriers each month, the amount of payment, the vendor numbers, and the name of applicant for whom payment was made. Information relating to medical panel payments includes the name of the doctor or clinic being paid each month, vendor numbers, the amount paid, and the name of the applicant for whom payment was made.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

Computer data files: Retain in Office for 3 years after final

AGENCY: Labor Commission

SERIES: 81538

TITLE: Payroll automated system reports

(continued)

payment is made and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Labor Commission

SERIES: 14859

3

TITLE: Pending files

DATES: 1988-2013.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

Papers arranged in chronological order as a reminder that action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

Paper: Retain in Office until incorporated into official file and then destroy.

APPRAISAL:

These records have administrative value(s).
This disposition is based on Utah General Retention Schedule, Schedule 1, Item 21.

PRIMARY DESIGNATION:

Private

AGENCY: Labor Commission

SERIES: 6822

3

TITLE: Policies and procedures files

DATES: 1977-

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

Policies and procedures that govern the operation and administration of various programs. As of March, 1991, Workers' Compensation Fund no longer participates in the programs and facilities offered by the Utah State Archives.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Labor Commission

SERIES: 6823

3

TITLE: Preliminary payroll files

DATES: 1986-2011.

ARRANGEMENT: Chronological

DESCRIPTION:

Computer-produced, two part documents sent by Finance to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Preliminary payroll files, GRS-1889.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. Eighteen personal data elements identified by the State Records Committee

AGENCY: Labor Commission

SERIES: 10836

3

TITLE: Publications

DATES: 1940-

ARRANGEMENT: Chronological

DESCRIPTION:

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, labor, worker's compensation, safety, employment, wages, and all other activities of the Labor Commission (Industrial Commission). Consists primarily of isolated publications not part of a more specific series.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

APPRAISAL:

These records have historical value(s).

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

AGENCY: Labor Commission

SERIES: 10836

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 28521

3

TITLE: Purchasing card and travel card reconciliations

DATES: 2008-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document work-related purchases made by employees using agency-owned credit cards and travel cards. These records are used by the agency to create budget plans and financial reports.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after the end of the fiscal year they were initiated and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(3)(e) 2014

AGENCY: Labor Commission

SERIES: 81273

3

TITLE: Reimbursement case files

DATES: 1970-

ARRANGEMENT: Alphabetical by insurance carrier

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document reimbursements from the Second Injury Fund to an insurance carrier or employer after that source has made payments towards an industrial injury of an individual. Payment is made upon receipt of a request for reimbursement from the agency. Information includes a description of the injury, medical reports, a request for hearing, hearing notices, summaries of hearings, affidavits, administrator's notes, the amount of payment, compensation agreements, an order for payment from the Labor Commission, an order for reimbursement from the Second Injury fund, and a request for reimbursement.

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 18 years and then destroy.

APPRAISAL:

These records have administrative value(s).
This retention and disposition is based on the needs of the agency. Once payment has been made, the files are only needed for documentation purposes. If no order of payment is received within five years, the record will be destroyed and payment will not be made.

AGENCY: Labor Commission

SERIES: 81273

TITLE: Reimbursement case files

(continued)

PRIMARY DESIGNATION:

Public hearing decisions, orders from the Commission

SECONDARY DESIGNATION(S):

Private. all information not otherwise specified

Controlled. psychiatric reports

AGENCY: Labor Commission

SERIES: 1289

3

TITLE: Resolution records

DATES: 1925-1942.

ARRANGEMENT: Chronological, thereunder numerical by assigned number

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

Formal, numbered resolutions made at hearings of the Industrial Commission. Includes parties or topic title, text of resolution, date, and roll-call vote. Resolutions pertain to settling industrial injury claims, investing monies for the insurance fund, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2003

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These resolutions document the major activities of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 82519

3

TITLE: Self-insured company files

DATES: 1950-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document local companies who are self insured for Workers' Compensation coverage. They include information regarding the company, such as types of operation and various annual reports; statistical information regarding the number of employees and number of accidents per year; statements ascertaining self insured status; and all related correspondence.

RETENTION:

Retain for 45 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 42 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based on agency needs per agency request.

AGENCY: Labor Commission

SERIES: 82519

TITLE: Self-insured company files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 1290

3

TITLE: State insurance fund financial records

DATES: 1917-1950; 1970-1997.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Bound volumes recording authorized expenditures.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

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 administrative, fiscal, and/or historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 82521 3

TITLE: Thirty-days-in-advance notices of cancellations of workers' compensation insurance policies

DATES: 1950-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are notices to a company by the insurance carrier stating that their workers' compensation coverage will be dropped in thirty days if no response is given. Notice of this event must be given to the employer and to the Uninsured Employers' Fund. These files are maintained in the office to document the fact that the notice was sent as prescribed in case of dispute over cancellation at a later date.

RETENTION:

Retain for 15 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 12 years and then destroy.

APPRAISAL:

These records have administrative value(s).

These notices need to be maintained for a short time to ascertain that a notice was sent out thirty days prior to cancellation of an employer's policy in the event a dispute arises.

AGENCY: Labor Commission

SERIES: 82521

TITLE: Thirty-days-in-advance notices of cancellations of workers' compensation insurance policies

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission

SERIES: 28523

3

TITLE: Travel card reconciliations

DATES: 2008-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document the air line ticket purchases made by Labor Commission employees for travel required to fulfill their assignments.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Reimbursement files, GRS-1833.

AUTHORIZED: 01-11-2019

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, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(3)(e) 2014

AGENCY: Labor Commission

SERIES: 82906

3

TITLE: Uninsured employer fund cases on appeal

DATES: 1984-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These documents are generated by the Uninsured employer fund. These are employers who have no worker's compensation insurance. This program gets authorization from UCA 34-A-2-704. These files document cases in which an employer has been to hearing regarding insufficient workers' compensation insurance coverage and has decided to appeal the decision of the hearing to a higher court. The cases involve individuals who had sustained an industrial accident and had attempted to claim workers' compensation benefits from the employer. The files include medical reports, hospital bills, attorneys' notes, medical releases, corporation and other employer information, any liens on employers' property, orders for hearing, orders to the Fund for payment or non-payment, judges' notes, and all related correspondence.

RETENTION:

Retain for 50 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months after case is closed and then transfer to State Records Center. Retain in State Records Center for 50 years and then destroy.

APPRAISAL:

These records have administrative value(s).
This retention is based on agency needs per agency request. When an investigation is undertaken on an employer and all the information necessary has been compiled to determine

AGENCY: Labor Commission

SERIES: 82906

TITLE: Uninsured employer fund cases on appeal

(continued)

responsibility for workers' compensation payments to the individual, this information is valuable for the lifetime of the employee. The information should be maintained in case of a recurring problem.

PRIMARY DESIGNATION:

Public all final decisions

SECONDARY DESIGNATION(S):

Private. all other information
Controlled. judges' notes, psychiatric information

AGENCY: Labor Commission

SERIES: 24231

3

TITLE: Vendor payment vouchers

DATES: 1995-2010.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(e)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2018.

AGENCY: Labor Commission

SERIES: 19967

3

TITLE: Voucher registers

DATES: undated

ARRANGEMENT: None.

DESCRIPTION:

Two voucher registers showing month and day (but no year), name and address of who has issued the voucher, voucher number, and voucher amount.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2019.

AGENCY: Labor Commission

SERIES: 82515

3

TITLE: Workers' compensation fund policy folders

DATES: 1940-1970.

ARRANGEMENT: none

DESCRIPTION:

These are workers' compensation insurance policy folders of all local businesses during this time period. All employers in Utah are required to hold workers' compensation insurance covering their employees, and must submit notification of this coverage to the Uninsured Employers' Fund. During these dates, this notification was in the form of a complete copy of the business' insurance policy. This is no longer the case; therefore, these records ceased accumulation in 1970. The information includes the name of the business, the insurance carrier, the policy number, and the date the policy was effective.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 15 years after receipt of policy information and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

APPRAISAL:

These records have administrative value(s).

These files document insurance coverage for companies which may now be nonexistent or covered under a different name or insurance carrier. They are the only source of this information for these dates. Once they are destroyed, the insurance coverage history will be lost, and any employee returning with a job related condition will have no record of coverage. In this case, the employee must be covered out of public funds by the Uninsured Employers' Fund.

AGENCY: Labor Commission

SERIES: 82516

3

TITLE: Workers' compensation insurance carrier cards

DATES: 1970-

ARRANGEMENT: numerical by index number, thereunder alphabetical by name

DESCRIPTION:

These cards represent the second format which Workers' Compensation Insurance coverage information was received by the state. Each company in the state of Utah is required to maintain Workers' Compensation coverage for its employees and is required to notify the Uninsured Employers' Fund of this coverage. These cards were used to keep track of this information. They are filed by index number. At one time, a project was started to microfilm the cards; about one fourth of which were actually filmed. Cards which became inactive during this time (by notification of cancellation of the policies) were moved to a different filing system, but were still referenced according to their old index numbers. In 1985 the card system was replaced by an automated system, but many companies continued to send in cards containing their Workers' Compensation Insurance information. Some of this information is not contained on the computer tapes, and thus is kept in the card format. These cards are also maintained in a separate filing system, and are filed alphabetically by the name of the company. All cards contain the name of the company, the insurance carrier through which they are covered, the policy number, and the date coverage began.

RETENTION:

Retain for 45 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 15 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

AGENCY: Labor Commission

SERIES: 82516

TITLE: Workers' compensation insurance carrier cards

(continued)

Microfilm master: Retain in Office for 15 years after initial receipt of information and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

APPRAISAL:

These records have administrative value(s).

These files document insurance coverage for companies which may now be nonexistant or covered under a different name or insurance carrier. They are the only source of this information for these dates. Once they are destroyed, the insurance coverage history will be lost, and any employee returning with a job related condition will have no record of coverage. In this case, the employee must be covered out of public funds by the Uninsured Employers' Fund.

AGENCY: Labor Commission

SERIES: 82991

3

TITLE: Workers' compensation insurance carrier cards indexing strips

DATES: 1940-1986.

ARRANGEMENT: none

DESCRIPTION:

These strips constitute a now out-dated system of information retrieval which references cancelled and active Workers' Compensation Insurance carrier cards (see series 82516). They were maintained in alphabetical order in a circular file system, making it possible to look up an agency by its name and find the index number under which that agency's carrier card was filed. As the carrier cards became outdated, the indexing strips were removed from the filing system. When the card system was replaced with the current automated data system, the strips were no longer removed from the system, as accumulation has ceased. Now they will only be used if in some instance an old insurance carrier card must be located for reference.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 15 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

This retention is based on agency needs per agency request.

AGENCY: Labor Commission

SERIES: 82991

TITLE: Workers' compensation insurance carrier cards indexing strips

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Labor Commission

SERIES: 82517

3

TITLE: Workers' compensation insurance information automated data system

DATES: 1985-

ARRANGEMENT: Alphabetical by name, thereunder chronological

DESCRIPTION:

This is an automated system established by the Uninsured Employers' Fund to keep track of workers' compensation insurance coverage by employers in the state of Utah. The information is received in the form of a computer tape from the National Service and from the Workers' Compensation Fund of Utah. The National Service is the agency which employers notify directly when establishing, changing, or canceling workers' compensation insurance coverage. The information is entered on line and sent to the Uninsured Employers' Fund directly, where it is processed and maintained.

RETENTION:

Retain for 60 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 15 years and then transfer to tape.

Computer magnetic storage media: Retain in Office for 45 years and then erase.

APPRAISAL:

These records have administrative value(s).

This retention is based on agency needs per agency request.

AGENCY: Labor Commission

SERIES: 28802

3

TITLE: Workplace safety grant files

DATES: 2007-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's function to increase awareness of workplace safety by providing funds to businesses, educational institutions, and community agencies to increase awareness of workplace safety. Records contain grant applications and issuance documentation, as well as all committee review notes, and related records.

RETENTION:

Retain until end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after grant has expired and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office for 7 years after the grant has expired and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Labor Commission

SERIES: 28802

TITLE: Workplace safety grant files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Labor Commission

SERIES: 28803

3

TITLE: Workplace safety poster contest calendar

DATES: 2008-

ARRANGEMENT:

DESCRIPTION:

These records promote awareness workplace safety as part of the agency's function. Records document the winning entries of the annual middle and junior high school poster contest and the resulting published calendar. Records contain all related documents required for the creation of the calendar, including the images of the top twelve winning entries.

RETENTION:

Permanent. Retain for 3 year(s)

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 Office for 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

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

Records are considered historical as they represent the children's involvement in awareness campaigns.

AGENCY: Labor Commission

SERIES: 28803

TITLE: Workplace safety poster contest calendar

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.

AGENCY: Labor Commission

SERIES: 28804

3

TITLE: Workplace safety poster contest working files

DATES: 2008-

ARRANGEMENT:

DESCRIPTION:

These records promote awareness workplace safety as part of the agency's function. Records document the annual middle and junior high school poster contest held to increase awareness of workplace safety. Information may include the artwork entered in the contest, votes cast, and any related records.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after after contest ends and then destroy.

Computer data files: Retain in Office for 1 year after contest ends and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Labor Commission

SERIES: 28804

TITLE: Workplace safety poster contest working files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.