Retention and Classification Report

Agency: Labor Commission. Labor and Anti-discrimination Division (580)

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Records Officer: _____

82946	Anti-discrimination case files
28757	Employment of minors investigation file
29085	Fair Housing and Equal Employment contracts
82980	Private employment agency records
07234	Wage claim files
82941	*Women and minors employee standards complaint files

AGENCY: Labor Commission. Labor and Anti-discrimination Division

SERIES: 82946 3
TITLE: Anti-discrimination case files
DATES: 1965-
ARRANGEMENT: Alphabetical by charging party surname, thereunder chronological by federal fiscal year
ANNUAL ACCUMULATION: 42.00 cubic feet.
DESCRIPTION:

These files are created in response to an individual filing a claim of illegal discrimination against a past or present employer, or against a landlord, lending institution, or other housing entity. Files are used to maintain all complaint and investigative data. Information includes: complaint forms, including personal, medical, financial, employment, statistical, personnel, familial, criminal and psychological information about the complaining party; position statements from employers, including proprietary, fiduciary, policy, personnel, asset, liability, and facility information about the employers or property; settlement negotiation records; mediator work product; witness statements; investigative plans; investigator notes and work product; general correspondence; determination and order; conciliation agreement; and any other evidence gathered during the course of the investigation. If the initial agency action is appealed, the file may also include hearing records and transcripts, attorney work product, judge's notes, subpoenas and further orders.

RETENTION:

Retain for 4 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: 07/2002

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

AGENCY: Labor Commission. Labor and Anti-discrimination Division

SERIES: 82946
TITLE: Anti-discrimination case files

(continued)

Microfilm master: For records prior to and including 1995. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 4 years after case closed and then delete.

APPRAISAL:

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

The original retention required that the paper copy be retained for 3 years after case is closed and then microfilmed. The agency has no administrative need for the records beyond 2 years.

PRIMARY DESIGNATION:

Exempt UCA 34A-5-107(14)(2008)

SECONDARY DESIGNATION(S):

Private

AGENCY: Labor Commission. Labor and Anti-discrimination Division

SERIES: 28757 3
TITLE: Employment of minors investigation file
DATES: 1965-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

These records support the division's function to enforce the Employment of Minors Act (Utah Code 34-23-101 (1992)) Records document the investigation of businesses suspected of employing minors in violation of the Act. Information includes details of the investigation and the final decision.

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: 02/2016

FORMAT MANAGEMENT:

All Formats: Retain in Office for 10 years after case is closed and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission. Labor and Anti-discrimination Division

SERIES: 28757
TITLE: Employment of minors investigation file

(continued)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(10)(a)&(d),(18),(51)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2016.

AGENCY: Labor Commission. Labor and Anti-discrimination Division

SERIES: 29085 3
TITLE: Fair Housing and Equal Employment contracts
DATES: 2004 -
ARRANGEMENT: Chronological.
DESCRIPTION:

These records document contractual agreements between federal agencies and their state equivalent for products or services pertaining to a United States Department of Housing and Urban Development (HUD) grant or an Equal Employment Opportunity Commission (EEOC) grant. Records pertain to all aspects of fulfilling the grant and may include a copy of the signed grant, listing of amounts paid for each case closed, supporting documentation for drawing down of funds, guidelines for funding, reports justifying funds needed, grant-specific training requirements for employees, press releases, correspondence, and related records.

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: 06/2017

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 10 years and then delete.

AGENCY: Labor Commission. Labor and Anti-discrimination Division

SERIES: 29085
TITLE: Fair Housing and Equal Employment contracts

(continued)

APPRAISAL:

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

RETENTION JUSTIFICATION:

Auditors have recommended a retention period longer than the 7 years required by SG 1-84 - Contract Records or SG 7-70 - Grant Records, in order to match the Federal General Records Schedule 1.2 - 020: Grant and cooperative agreement case files, which has a retention of 10 years.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2017.

AGENCY: Labor Commission. Labor and Anti-discrimination Division

SERIES: 82980 3
TITLE: Private employment agency records
DATES: 1965-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These are records of all employment agencies in the State of Utah which have requested licenses for operation. Licensing by the Division of Labor/Anti-discrimination is mandatory for all such agencies operating in Utah in accordance to UCA 34-29-1, and must be renewed annually. The Division has the responsibility of reviewing the applications and either approving or denying the request. These records include the names and addresses of each partner or corporate officer or director, address of place business will be conducted, proposed name of company, affidavits, and business or occupation engaged in by each partner or corporate officer or director for at least two years prior to application.

RETENTION:

Retain for 4 year(s) after expiration of permit or license

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/2003

FORMAT MANAGEMENT:

Paper: Retain in Office until license has expired and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Labor Commission. Labor and Anti-discrimination Division

SERIES: 82980
TITLE: Private employment agency records

(continued)

PRIMARY DESIGNATION:

Public name of company, date of licensure

SECONDARY DESIGNATION(S):

Private. all other information

AGENCY: Labor Commission. Labor and Anti-discrimination Division

SERIES: 7234 3
TITLE: Wage claim files
DATES: 1965-
ARRANGEMENT: Numerical.
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

This series contains cases involving wage disputes which may arise over unpaid wages, bad checks, unauthorized deductions, commission earnings, vacation pay, severance pay, or other such issues. Once an applicant submits a claim, the matter is investigated, and a determination is made as to it's validity. If the claim is determined justifiable, a collection process is initiated

Information in this series includes the employer's name, address, phone number and type of business. It also includes the amount and type of claim, copies of company policy for vacation time, copies of bad checks, type of work performed, brief of facts of disputes, all concluding documentation, and all related correspondence. If the case has gone to hearing, the hearing order, transcripts, and all related correspondence will also be included.

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: 06/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after date of closing and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Microfilm master: Retain in State Records Center for 10 years after closing and then destroy.

AGENCY: Labor Commission. Labor and Anti-discrimination Division

SERIES: 7234
TITLE: Wage claim files

(continued)

Microfilm duplicate: Retain in State Records Center for 10 years after closing and then destroy.

Paper: Retain in Office for 3 years after date of filing and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Microfilm master: Retain in Archives for 10 years and then destroy.

Microfilm duplicate: Retain in Archives for 10 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public	Final decision on claims

SECONDARY DESIGNATION(S):

Private.	All other information. Information is opened to claimant and respondent
Controlled.	Judges notes (in case of hearing)

AGENCY: Labor Commission. Labor and Anti-discrimination Division

SERIES: 82941 3
TITLE: Women and minors employee standards complaint files
DATES: 1965-1991.
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

These are cases involving disputes between employers and employees regarding women and minor labor standards. An individual making a claim fills out a complaint form to be submitted to the division of Labor/Anti-discrimination. Once the form has been submitted, the respondent to the claim must submit a statement in writing, and an attempt is made to come to an agreement regarding the claim. If no agreement can be reached, an investigation may be initiated, and the case may go to hearing. The file includes the original complaint, all necessary forms, statements from the respondent, possibly information regarding the complainant and the workplace (such as copies of personnel files or payroll checks), all concluding documentation, date investigation was completed (if any), and all related correspondence. If the case goes to hearing, also included will be orders for hearing, transcripts of the hearing, and an order from the Commission.

RETENTION:

Permanent. Retain for 8 year(s) after case is closed

DISPOSITION:

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 for 3 years after case is closed and then microfilm.

Microfilm master: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

AGENCY: Labor Commission. Labor and Anti-discrimination Division

SERIES: 82941
TITLE: Women and minors employee standards complaint files

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public	all final decisions

SECONDARY DESIGNATION(S):

Private.	all other information. All information included in these records are open to both the claimant and respondent
Controlled.	judges' notes (in case of hearing)