

## Retention and Classification Report

**Agency:** Utah State Retirement Office (832)

540 East 200 South  
Salt Lake City, UT 84102  
801-366-7700

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

03011	Annual settlement reports
84610	*Deceased members records
84126	Employees index cards
03012	*Financial reports and records
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**AGENCY:** Utah State Retirement Office

**SERIES:** 3011

3

**TITLE:** Annual settlement reports

**DATES:** 1937-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains summary settlement reports for the State Retirement Office with information pertaining to the contributory, noncontributory, public safety, firefighter, and judges' retirement systems. It also has information regarding governors' and legislators' pension plans, and fiscal and financial operations. Information includes names, previous balances, balances forward, salaries, member contributions, vested contributions, interest earned, redeposits, differences, and current balances.

**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.

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

Microfiche duplicate: Retain in Archives 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.

**AGENCY:** Utah State Retirement Office

**SERIES:** 3011

**TITLE:** Annual settlement reports

(continued)

**APPRAISAL:**

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

Disposition is based on the need to document retirement benefits for individual state employees. Program is mandated by Utah Code Annotated Title 49.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** Utah State Retirement Office

**SERIES:** 84610

3

**TITLE:** Deceased members records

**DATES:** 1937-1966.

**ARRANGEMENT:** Alphabetical

**TOTAL VOLUME:** 8.00 cubic feet.

**DESCRIPTION:**

This is a record used to verify deceased members of the retirement system. Includes enrollment, refund, and beneficiary forms, and ledgers. This record is obsolete and is no longer used.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 20 years and then destroy.

Microfilm master: Retain in Archives for 20 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Utah State Retirement Office

**SERIES:** 84126

3

**TITLE:** Employees index cards

**DATES:** 1937-

**ARRANGEMENT:** alphabetical by name

**ANNUAL ACCUMULATION:** 25.00 cubic feet.

**DESCRIPTION:**

This is a file that provides a summary of an individual's history on the system. Also provides information to calculate redeposit amounts after returning to public employment, and determine eligibility and benefits. Includes employment history, termination date, refund amount, refund date, address, date of birth, occupation, and Social Security number.

**RETENTION:**

Retain for 60 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

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

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

Microfilm duplicate: Retain in Office for 45 years or until administrative use ends and then destroy.

**APPRAISAL:**

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

**AGENCY:** Utah State Retirement Office

**SERIES:** 84126

**TITLE:** Employees index cards

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Utah State Retirement Office

**SERIES:** 3012

1

**TITLE:** Financial reports and records

**DATES:** 1941-1986.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This series includes ledgers, expenditure vouchers, cancelled checks, receipts and disbursements, trial balance journals, and investment fund records.

**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.

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

**APPRAISAL:**

These records have fiscal value(s).

**AGENCY:** Utah State Retirement Office

**SERIES:** 19285

3

**TITLE:** Investment fund records

**DATES:** 1963-1983.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Investment fund records are reports on the investment, yield and distribution of monies of a consolidation of participating equities (school and public divisions of the Utah State Retirement System from the Public Safety Retirement System, the Judges' Retirement System, and the Firemen's Pension Act.)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

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

These records document performance and distribution of investments for the Utah State Retirement System for several agencies over a 20 year period and, as such, are of historical and research value.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Utah State Retirement Office

**SERIES:** 18686

3

**TITLE:** Member's annual statements

**DATES:** 1983.

**ARRANGEMENT:** Numerical by social security number.

**DESCRIPTION:**

The Member's Annual Statment shows the amounts that have been credited to a member's account that year, listed under the member's name. Shows contributions made, interest earned, balance, and estimated payments at retirement.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employee wage history records, GRS-1905.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in State Records Center for 10 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2017.

**AGENCY:** Utah State Retirement Office

**SERIES:** 18241

1

**TITLE:** Mortgage/real estate records

**DATES:** 1963-

**ARRANGEMENT:** Alphabetical/chronological or numerical

**DESCRIPTION:**

These records include documentation of sold properties, proposed acquisitions, company profiles, submittals, property reports, general correspondence files.

**RETENTION:**

Retain for 45 year(s)

**DISPOSITION:**

Destroy.

**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 6 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 45 years and then destroy.

Microfilm duplicate: Retain in Office for 45 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(2008)

**AGENCY:** Utah State Retirement Office

**SERIES:** 3010

3

**TITLE:** Publications

**DATES:** 1941-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, retirement, and all other activities of the State Retirement Office. This series 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.

**APPRAISAL:**

These records have historical value(s).

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

**AGENCY:** Utah State Retirement Office

**SERIES:** 3010

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah State Retirement Office

**SERIES:** 6622

3

**TITLE:** Retirement membership files

**DATES:** 1967-

**ARRANGEMENT:** Numerical by Social Security number.

**ANNUAL ACCUMULATION:** 300.00 cubic feet.

**DESCRIPTION:**

These records contain all transactions between the Utah Retirement Office and individuals in the Utah Retirement System. Records are used for reference, and document the status of members' accounts. Information includes membership forms, enrollment forms, applications for refunds, requests for redeposit information, and withdrawal applications for the 401(k) plan.

**RETENTION:**

Retain for 80 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1990

**FORMAT MANAGEMENT:**

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

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

Microfilm duplicate: For records beginning in 1967 through 1999. Retain in State Records Center for 80 years and then destroy.

**APPRAISAL:**

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

These records have administrative and fiscal value as they document employee participation in the state retirement program.

**AGENCY:** Utah State Retirement Office

**SERIES:** 6622

**TITLE:** Retirement membership files

(continued)

**PRIMARY DESIGNATION:**

Private

UCA 63G-2-302 (1)(a) and (f) (2009)

**AGENCY:** Utah State Retirement Office

**SERIES:** 3013

3

**TITLE:** State employees' life insurance cards

**DATES:** 1965-1970.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are records of life insurance enrollment for state employees. Information on the cards includes employee's name and personal information as well as beneficiary and payroll deduction information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** Utah State Retirement Office

**SERIES:** 9236

3

**TITLE:** Unit reports

**DATES:** 1937-

**ARRANGEMENT:** Chronological/numerical

**ANNUAL ACCUMULATION:** 40.00 cubic feet.

**DESCRIPTION:**

This is a report to verify distribution of funds to an individual's account, and to document service credit earned, and to verify termination date of employee. Includes name, Social Security number, wage earned, working hours, and amount contributed to the employee's account.

**RETENTION:**

Retain for 45 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 45 years and then destroy.

Microfilm duplicate: Retain in Office for 45 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
These records have administrative and fiscal value as they are used to document funds placed in an individuals' account.



**AGENCY:** Utah State Retirement Office

**SERIES:** 9236

**TITLE:** Unit reports

(continued)

**PRIMARY DESIGNATION:**

Private

UCA 63G-2-302 (1)(a) and (f) (2009)

**AGENCY:** Utah State Retirement Office

**SERIES:** 3014

3

**TITLE:** University of Utah insurance cards

**DATES:** 1966-1974.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are records of life insurance enrollment for university employees. Information on the cards includes employee's name and personal information as well as beneficiary and payroll deduction information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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