

Retention and Classification Report

Agency: State Insurance Fund (1278)

560 South 300 East
Salt Lake City, UT 84110
801-538-8000

Records Officer: _____

05262	*Account books
11780	*Accounts payable ledger
12280	*Accounts receivable (past due)
03344	*Administrative records
23155	*Biennial reports
06371	*Claims indexes
01008	*Credit memoranda
01009	*Expenditure vouchers
01003	*Fire insurance inventory
11269	*General ledgers
29206	Historic insurance fund claim files
17436	*Inactive case files
08509	*Insurance fund claim files
03966	*National council records
01005	*Personal injury claims case files
06411	*Policy files
11766	*Premium register
01010	*Publications
08322	*Resolutions and motions of the Finance Commission on issues
12345	*Resolutions and orders
03968	*Travel expense vouchers
17447	*Void warrants
17435	*Warrants redeemed
06827	*Workers compensation fund policyholders newsletter files
06826	*Workers' compensation employee newsletter

AGENCY: Workers' Compensation Fund Division

SERIES: 5262

3

TITLE: Account books

DATES: 1917-1941.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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.

AGENCY: Workers' Compensation Fund Division

SERIES: 11780

3

TITLE: Accounts payable ledger

DATES: 1935-1947.

ARRANGEMENT: Alphabetical by business name

DESCRIPTION:

Shows business name and address, case, date, claimant, debit, credit, and balance.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

AGENCY: Workers' Compensation Fund Division

SERIES: 12280

3

TITLE: Accounts receivable (past due)

DATES: 1947-1988.

ARRANGEMENT: alphanumerical

DESCRIPTION:

Recorded information (all handwritten) includes: alphanumeric policy number, name of policy holder, date cancelled, amount due, and reason (bankrupt, judgment, statute has run, etc.).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until resolution of account and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Workers' Compensation Fund Division

SERIES: 3344

1

TITLE: Administrative records

DATES: 1937-1938; 1980-1990.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Records created by agency administration to document the research, creation and application of agency programs, policies and procedures. May include correspondence, policy and program case files, and executive files documenting leadership roles and decision making processes.

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).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Workers' Compensation Fund Division

SERIES: 23155

3

TITLE: Biennial reports

DATES: 1938-1956.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports of State Insurance Fund activities from the previous two years with information pertaining to agency activities, workmen's compensation, firemen's pension fund, insurance, claims, policies, dividends, premiums, and fiscal and financial operations.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

These records have historical value(s).

Disposition based on the historical value of these records in documenting fiscal matters in state government.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Workers' Compensation Fund Division

SERIES: 6371

3

TITLE: Claims indexes

DATES: 1947-1981.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

Earlier records in this series are typed employer index cards. The cards contain the name of the individual injured, claim number, date of the incident, name of the insured, and policy number. Later records included computer generated reports that have similar information to the index cards. The computer generated reports also contain the amount paid on a claim , medical payments total, and date the claim was closed. Records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made. See Utah Code 34A-2 for Worker's Compensation Act.

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 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.

PRIMARY DESIGNATION:

Private

AGENCY: Workers' Compensation Fund Division

SERIES: 1008

3

TITLE: Credit memoranda

DATES: 1954-1955.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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.

AGENCY: Workers' Compensation Fund Division

SERIES: 1009

3

TITLE: Expenditure vouchers

DATES: 1970-1971.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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.

AGENCY: Workers' Compensation Fund Division

SERIES: 1003

3

TITLE: Fire insurance inventory

DATES: 1963-1966.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These inventories provide listings of valuations of equipment and furnishings for government offices around the state for insurance purposes. In some cases, individual items are listed with serial number, date of purchase, and valuation.

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 value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Workers' Compensation Fund Division

SERIES: 11269

3

TITLE: General ledgers

DATES: 1938-1940.

ARRANGEMENT: undated

DESCRIPTION:

General accounts ledger, showing debit and credit entries, and reflecting expenditures in summary.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Workers' Compensation Fund Division

SERIES: 29206

3

TITLE: Historic insurance fund claim files

DATES: 1917-1983

ARRANGEMENT:

DESCRIPTION:

This series contains files related to on-the-job death insurance claims. The files were created by the Industrial Commission of Utah, in administering the Worker's Compensation Fund. They track payments to surviving family members, and costs from lawsuits. These files contain such documents as accident reporting forms, marriage certificates, legal briefs, commission reports, insurance company reports and correspondence.

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 was appraised on May 1, 2017 and deemed of permanent historical value as sample documentation of Worker's Compensation Fund claims.

PRIMARY DESIGNATION:

Private

This series contains private information about individuals, including death certificates and birth certificates, which are considered private for 50 and 100 years, respectively, in accordance with Utah Code 26-2-22.

AGENCY: Workers' Compensation Fund Division

SERIES: 17436

1

TITLE: Inactive case files

DATES: 1982-1982.

ARRANGEMENT:

DESCRIPTION:

This series includes inactive policy holder files. The files have first injury reports, action requests from the fund, billing correspondence, employer permission reports, notices requesting additional payments. The action requests include requests for quarterly numbers or other administrative information.

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.

AGENCY: Workers' Compensation Fund Division

SERIES: 8509

3

TITLE: Insurance fund claim files

DATES: 1917-1983.

ARRANGEMENT: alphanumerical

DESCRIPTION:

These are the case files which document the award of workers compensation insurance to any employee injured while on the job. They track the justification for the award and any further actions that are taken on the individual after the file has been closed due to complications in the post-recovery period. These files include correspondence with physicians, employers, and injured employees; injury reports filed by the employee, the employer, and the doctor; employment and medical histories; invoices from providers; payment histories; litigation records; marriage, death, and birth certificates; insurance adjusters working papers; and x-rays.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until microfilmed and then transfer to State Records Center. Retain in State Records Center for 62 years and then destroy.

Microfilm master: Retain in State Records Center for 65 years and then destroy.

Microfilm duplicate: Retain in State Records Center for 65 years and then destroy.

AGENCY: Workers' Compensation Fund Division

SERIES: 8509

TITLE: Insurance fund claim files

(continued)

APPRAISAL:

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

This retention is based on the court decisions: Nolan W. Marshall versus The Industrial Commission of the State of Utah, Emery Mining Co., the State Insurance Fund of Utah, and the Second Injury Fund of Utah in the Utah Supreme Court, case number 19153, filed April 5, 1984; and, Beverly R. Buxton versus the Industrial Commission of Utah in the Utah Supreme Court, case number 15802, filed Oct. 27, 1978. The medical payment histories will not be filmed with the rest of the records in the files.

PRIMARY DESIGNATION:

Private

This series contains private information about individuals, including death certificates and birth certificates, which are considered private for 50 and 100 years, respectively, in accordance with Utah Code 26-2-22.

AGENCY: Workers' Compensation Fund Division

SERIES: 3966

3

TITLE: National council records

DATES: 1950-1955.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Workers' Compensation Fund Division

SERIES: 1005

3

TITLE: Personal injury claims case files

DATES: 1939-1980.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These files document an employee's injury/ies, eligibility for workmen's compensation benefits, and any further legal or medical actions. Information includes employers' first reports of injuries, physicians' medical and surgical reports, medical correspondence and bills, insurance documents, and legal forms needing responses. Files may also include silicosis reports, X-rays, psychiatric reports, correspondence from relatives, divorce decrees, adoption papers, savings account information, assets of applicants and family members, bankruptcy reports, and commission orders. Records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made. See Utah Code 34A-2 for Worker's Compensation Act.

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: For records beginning in 1917 through 1945. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1946 and continuing to the present. Retain in State Records Center for 75 years and then destroy provided sampling is done.

AGENCY: Workers' Compensation Fund Division

SERIES: 1005

TITLE: Personal injury claims case files

(continued)

APPRAISAL:

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

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302 1(b)(f) (2008)

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304(1) (2008)

AGENCY: Workers' Compensation Fund Division

SERIES: 6411

1

TITLE: Policy files

DATES: ca. 1980-1990.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This series contains claim files that include correspondence related to workers compensation insurance benefits, medical reports, reports of injury, the employee name, address, claim number, date of injury, letters denying claims, medical billings, and check stubs for benefits paid. The series also includes employee payroll and premium reports, form letters requesting information from employers, employer quarterly reports, and state insurance fund applications.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

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

PRIMARY DESIGNATION:

Private

AGENCY: Workers' Compensation Fund Division

SERIES: 11766

1

TITLE: Premium register

DATES: 1938-1939.

ARRANGEMENT: chronological

DESCRIPTION:

Accounts receivable showing name of assured company, premiums, date, invoice numbers, and account amounts.

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

PRIMARY DESIGNATION:

Public

AGENCY: Workers' Compensation Fund Division

SERIES: 1010

3

TITLE: Publications

DATES: 1914-1975.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical. If unique, see Schedule 1 Item 44.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Disposition based on the value of these records in documenting the history of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Workers' Compensation Fund Division

SERIES: 8322 3
TITLE: Resolutions and motions of the Finance Commission on issues concerning the State Insurance Fund

DATES: 1941.

ARRANGEMENT: None.

DESCRIPTION:

These are records of changes made by the Finance Commission for work procedures in certain trades or areas of employment. These were changes made as a result of unsafe practices identified by the Industrial Commission through the claims filed with the State Insurance Fund. These claims were filed by employees who had suffered on-the-job accidents. The records also document any policy changes adopted by the Commission.

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: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are located in the Records Center for permanent storage and should be located and transferred to the Archives.

AGENCY: Workers' Compensation Fund Division

SERIES: 8322

TITLE: Resolutions and motions of the Finance Commission on issues concerning the State Insurance Fund

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2018.

AGENCY: Workers' Compensation Fund Division

SERIES: 12345

3

TITLE: Resolutions and orders

DATES: 1942-1952.

ARRANGEMENT: Chronological

DESCRIPTION:

These are resolutions and orders by the Finance Commission and the Industrial Commission affecting the State Insurance Fund.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

AGENCY: Workers' Compensation Fund Division

SERIES: 3968

3

TITLE: Travel expense vouchers

DATES: 1952-1954.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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.

AGENCY: Workers' Compensation Fund Division

SERIES: 17447

3

TITLE: Void warrants

DATES: 1980-1990.

ARRANGEMENT:

DESCRIPTION:

These are void warrants for the Insurance Fund. Included are payee number and address, name and claim number.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

Microfilm master: Retain in Archives for 3 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 01/2016.

AGENCY: Workers' Compensation Fund Division

SERIES: 17435

1

TITLE: Warrants redeemed

DATES: 1974-1982.

ARRANGEMENT: Numerical by warrant number

DESCRIPTION:

Actual warrant or check cut from warrant request to pay for services rendered.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Office for 7 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Workers' Compensation Fund Division

SERIES: 6827

3

TITLE: Workers compensation fund policyholders newsletter files

DATES: i 1982-1991.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These files document changes in insurance rates, dividends, procedures, and legislation affecting workers' compensation policy holders. It is published quarterly. As of March, 1991, Workers' Compensation Fund no longer participates in the programs and facilities offered by the Utah State Archives.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 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 significant value as evidentiary documentation and insight into the nature of the relationship between the division and its policy holders.

PRIMARY DESIGNATION:

Public

AGENCY: Workers' Compensation Fund Division

SERIES: 6826

3

TITLE: Workers' compensation employee newsletter

DATES: i 1986-1991.

ARRANGEMENT: Chronological

DESCRIPTION:

This newsletter is created for internal use by the employees of the Workers' Compensation Fund and is restricted to conveying social news. It is published biweekly. 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:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the needs expressed by the agency.

PRIMARY DESIGNATION:

Public