

Retention and Classification Report

Agency: Labor Commission. Division of Occupational Safety and Health. Statistics (1399)

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Records Officer: _____

82550 *Annual occupational injuries and illnesses survey forms

AGENCY: Labor Commission. Division of Occupational Safety and Health. Statistics

SERIES: 82550

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TITLE: Annual occupational injuries and illnesses survey forms

DATES: 1970-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These are survey sheets filled out by local establishments regarding number of occupational injuries and illness occurring in that establishment that calendar year. They are used by the Statistics Bureau to compile statistical reports for the state of Utah. The information includes number of employees; total hours worked; nature of business; principal products; recordable injuries; number of lost workday cases; number of lost workdays; number of fatalities; name, address, and phone number of establishment; name, signature, and title of person filling out report; and date report was completed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

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 value(s).
These reports are collected and processed according to calendar year, and should be destroyed accordingly.

PRIMARY DESIGNATION:

Public