

Retention and Classification Report

Agency: Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety (1416)

Labor Commission
160 East 300 South, P.O. Box 146620
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Records Officer: _____

21895	Boiler and pressure vessel inspection reports
21870	Boiler inspection manuals and texts
82925	Elevator inspection reports
82914	*Inspection check copies
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AGENCY: Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

SERIES: 21895

3

TITLE: Boiler and pressure vessel inspection reports

DATES: 1970-

ARRANGEMENT: Alphabetical by name of business.

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

This series contains the initial and subsequently scheduled boiler and pressure vessel inspection reports for the state of Utah. The reports are used to determine whether boilers and pressure vessels in publicly used buildings meet state regulations. Series information includes descriptions, names of inspectors, dates of inspections, billing information, monthly statistical reports, and all related correspondence. In addition, the files may contain Certificates of Competency issued by the Commission granting an individual the authority to inspect boilers and pressure vessels.

RETENTION:

Retain for 100 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2009

FORMAT MANAGEMENT:

Paper: For records beginning in 1970 through 2007. Retain in Office until microfilmed and then transfer to State Records Center. Retain in State Records Center for 100 years and then destroy.

Microfilm master: For records prior to and including 2007. Retain in State Records Center for 100 years and then destroy.

Microfilm duplicate: For records prior to and including 2007. Retain in Office for 100 years and then destroy.

Computer data files: For records beginning in 2007 and continuing

AGENCY: Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

SERIES: 21895

TITLE: Boiler and pressure vessel inspection reports

(continued)

to the present. Retain in Office for 100 years and then delete.

APPRAISAL:

These records have administrative value(s).

This appraisal is based on the agency's responsibility for approving boiler and pressure vessel safety in publicly used buildings.

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

SERIES: 21870

3

TITLE: Boiler inspection manuals and texts

DATES: 1974-

ARRANGEMENT: Alphabetical by title

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This record series consists of manuals and texts which provide the specifications for boiler and pressure vessel installation and maintenance. The series is used as support documentation for the inspection of boilers and pressure vessels. The manuals document the standards used during the inspection process. Boilers are inspected annually or biennially by the Labor Commission. The boiler inspection report, series 82926 is maintained permanently.

RETENTION:

Permanent. Retain for 100 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 99 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 administrative and historical value of this record to document the boiler inspection process to meet the requirements of UCA 34A-7-101 (1999). The 100 year retention period is based on the potential lifespan of a boiler.

AGENCY: Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

SERIES: 21870

TITLE: Boiler inspection manuals and texts

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

SERIES: 82925

3

TITLE: Elevator inspection reports

DATES: 1950-

ARRANGEMENT: Numerical by state elevator number.

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

This series contains the initial and subsequent biennial elevator inspection reports for the state of Utah. Reports are used to determine whether elevators in publicly used buildings meet state safety regulations. Reports include elevator descriptions, names of inspectors, certificates of inspection, inspection dates, billing information, and related correspondence.

RETENTION:

Retain for 100 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2009

FORMAT MANAGEMENT:

Paper: For records beginning in 1950 through 2007. Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 98 years and then destroy.

Computer data files: For records beginning in 2007 and continuing to the present. Retain in Office for 100 years and then delete.

APPRAISAL:

These records have administrative value(s).

This appraisal is based on the agency's responsibility for approving elevator safety in publicly used buildings.

AGENCY: Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

SERIES: 82925

TITLE: Elevator inspection reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

SERIES: 82914

3

TITLE: Inspection check copies

DATES: 1980-2014.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are copies of checks or money orders received for elevator and boiler inspections performed by the Division of Safety. They are used by the agency to verify payment of inspections if a question arises.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based on agency needs per agency request. These records are only kept for agency convenience in verification of payments.

PRIMARY DESIGNATION:

Private

AGENCY: Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

SERIES: 82927

3

TITLE: Invoices not paid

DATES: 1985-2014.

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

These are files on companies which received an inspection of a boiler or elevator, but never paid for that inspection. They include a copy of the invoice, final notices for payment, and all related correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after payment is made or collection procedures completed and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
These documents should be kept for audit purposes after a conclusion has been reached regarding payment.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

SERIES: 83093

3

TITLE: Mine employees certifications

DATES: 1960-

ARRANGEMENT: Alphabetical by employee name, thereunder by mine
DESCRIPTION:

These are mandatory certifications of all mine workers in Utah.
This series includes the name, position, and certification number
of each employee, as well as some related correspondence.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

SERIES: 82938

3

TITLE: Mine fatalities

DATES: 1946-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These are files of fatalities occurring in various mines in Utah. They describe the type of mine, the cause of death, and other personal and family information.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

SERIES: 82939

3

TITLE: Mine fatality listings

DATES: 1968-1986.

ARRANGEMENT: Chronological

DESCRIPTION:

These are listings of all the fatalities occurring in mines in Utah. Includes name of worker, number of dependents, age, marital status, place of work, and the cause of death.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

SERIES: 83091

3

TITLE: Mine inspection reports

DATES: ca. 1945-

ARRANGEMENT: Alphabetical by county, thereunder by mine.

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:

Permanent. Retain for 5 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 5 years after being microfilmed and then transfer to State Archives 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.

APPRAISAL:

These records have administrative, and/or historical value(s).
These reports document the history of mining.

AGENCY: Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

SERIES: 83091

TITLE: Mine inspection reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

SERIES: 11949

1

TITLE: Mine inspector's contingent fund account book

DATES: 1913-1917.

ARRANGEMENT: chronological

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

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.

APPRAISAL:

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

These records have temporary administrative and fiscal value and may be destroyed according to the retention schedule.

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

SERIES: 82940

3

TITLE: Mine listings in Utah

DATES: 1950-2014.

ARRANGEMENT: alphabetical by county

DESCRIPTION:

These are listings of mines in the State of Utah. Includes name, location and types of mines.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

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).

AGENCY: Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

SERIES: 83107

3

TITLE: Mine production reports

DATES: undated.

ARRANGEMENT: Alphabetical by type, name, location.

DESCRIPTION:

These reports document mineral production in mines throughout Utah. They include figures for state-wide production and figures for individual mines.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
Mine production records have ongoing research value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

SERIES: 83108

3

TITLE: Mine worker radiation exposure reports

DATES: 1974-1985.

ARRANGEMENT: Alphabetical by employee's name

DESCRIPTION:

These files document the level of radiation mine workers were exposed to, tested on a quarterly basis. They include the names and social security numbers of the mine workers, the level of radiation exposure measured, and some related correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office until administrative value has been met and then destroy.

APPRAISAL:

These records have administrative, and/or historical value(s). Since these records have been used for research many times in the past and serve as important historical documents, they should be microfilmed to insure their prolonged integrity.

PRIMARY DESIGNATION:

Private

AGENCY: Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

SERIES: 22375

1

TITLE: Purchase requisitions

DATES: 1992-1996.

ARRANGEMENT: Chronological by fiscal year

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

Requisitions for supplies and equipment for current inventory.

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

PRIMARY DESIGNATION:

Public

AGENCY: Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

SERIES: 22919

3

TITLE: Scrap/out-of-service boilers and pressure vessel files

DATES: 1999-

ARRANGEMENT: Chronological by date received

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These files serve as notification to the Commission that a boiler or pressure vessel is no longer in service. The notification may be that the boiler or pressure vessel is being permanently removed from the location or is out of service. Occasionally, a boiler or pressure vessel is scrapped from active use but may become active upon a future inspection. The notification report contains a brief description of the boiler or pressure vessel, name of the manufacturer, type of boiler or pressure vessel, etc.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

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 until entered into the database and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

AGENCY: Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

SERIES: 22919

TITLE: Scrap/out-of-service boilers and pressure vessel files

(continued)

PRIMARY DESIGNATION:

Public