

## Retention and Classification Report

**Agency:** Department of Workforce Services. Division of Administrative Services (1459)

140 East 300 South  
Salt Lake City, UT 84111  
801-536-7401

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

|       |  |
|-------|--|
| 09763 | *Administration subject files                          |
| 28897 | Administrative Services grant and contract records     |
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| 09639 | *Administrative orders and memoranda                   |
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| 25984 | *Employment and unemployment history files             |
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**AGENCY:** Department of Workforce Services. Division of Administrative Services

**SERIES:** 9763

3

**TITLE:** Administration subject files

**DATES:** ca. 1953-2012.

**ARRANGEMENT:** Alphabetical by subject.

**DESCRIPTION:**

Business-related correspondence that is routine or transitory in nature and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

**AUTHORIZED:** 11-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years or until administrative need ends, whichever is shorter and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based upon Utah State General Retention Schedule, Schedule 1, Item 16.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2015.

**AGENCY:** Department of Workforce Services. Division of Administrative Services

**SERIES:** 9639

3

**TITLE:** Administrative orders and memoranda

**DATES:** 1939-2012.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This correspondence is created by various staff within the Department and signed by the Administrator. The records document how the Department is organized and how it functions, its policies, procedures, etc. The records are used for research purposes and in establishing new policy. The orders include the administrative order number, date of order or policy, and administrator signature. The records are indexed by order number and subject.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 20 years and then transfer to State Archives.

Paper copy: Retain in Office until superseded and then destroy.

**APPRAISAL:**

These records have administrative, and/or historical value(s). The records document how the Department is organized and how it functions, its policies, procedures, etc. The records are used for research purposes and in establishing new policy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Workforce Services. Division of Administrative Services

**SERIES:** 28897

3

**TITLE:** Administrative Services grant and contract records

**DATES:** 1997-

**ARRANGEMENT:** Chronologically, thereunder alphabetically by grant name.

**DESCRIPTION:**

The agency promotes Utah's economic stability by providing a wide variety of programs to support Utah workers. These records document how state and federal funds are allocated and spent on programs such as those that supply financial, child care, food, and training support. Records include applications, contracts, memorandums of agreement, project reports, related records, as well as the unsuccessful applications and requests for proposals.

**RETENTION:**

Retain until expiration of contractual agreement

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office until end of fiscal year after end of contract and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Computer data files: Retain in Office for 7 years after expiration of contractual agreement and then delete.

**APPRAISAL:**

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

**AGENCY:** Department of Workforce Services. Division of Administrative Services

**SERIES:** 28897

**TITLE:** Administrative Services grant and contract records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Workforce Services. Division of Administrative Services

**SERIES:** 28898

3

**TITLE:** Administrative Services operational accounting records

**DATES:** 1997-

**ARRANGEMENT:** Chronologically

**DESCRIPTION:**

Operational accounting records document program payments, purchase card reconciliations, and other expenses and may include expense reports and journal entries.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office until end of fiscal year after final action and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Computer data files: Retain in Office for 7 years after final action and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Workforce Services. Division of Administrative Services

**SERIES:** 9767

3

**TITLE:** Department committee minutes

**DATES:** 1988-2012.

**ARRANGEMENT:** Alphabetical by committee name, thereunder chronological.

**DESCRIPTION:**

Records are created by a secretary assigned to take minutes of the meeting and approved by the committee chairman. The records are created to report on meetings and committees established to recommend policy and direction of internal operations. Some of the committees documented include the Personnel Advisory Committee, the Budget Committee, and the Department Automation Committee.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Archives.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on Utah State General Retention Schedule, Schedule 1, Item 6.

**AGENCY:** Department of Workforce Services. Division of Administrative Services

**SERIES:** 9767

**TITLE:** Department committee minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2015.



**AGENCY:** Department of Workforce Services. Division of Administrative Services

**SERIES:** 25984

3

**TITLE:** Employment and unemployment history files

**DATES:** ca. 1985-1998.

**ARRANGEMENT:** Alphabetical by subject, thereunder chronological.

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These records document the history of the agency and the state's role in creating federal unemployment programs. The records were created to commemorate the 50th anniversary of the agency and to assist in the compilation of a history of federal unemployment insurance programs. The series consists of records relating to the legislative and agency history of unemployment insurance programs in Utah. Also included in this series are drafts of Utah-related chapters for a history of federal unemployment insurance programs. The agency history was written by Rosa Phillips, a secretary with the state department of Employment Security, at the request of the agency's administrator, Barclay Gardner, ca. 1985.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years and then transfer to State Archives 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).  
Records document the history of the agency.

**AGENCY:** Department of Workforce Services. Division of Administrative Services

**SERIES:** 25984

**TITLE:** Employment and unemployment history files

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**AGENCY:** Department of Workforce Services. Division of Administrative Services

**SERIES:** 14237

3

**TITLE:** Farmers home loan unemployment requests

**DATES:** 1992-2012.

**ARRANGEMENT:** Chronological by month, thereunder numerical by social security number.

**DESCRIPTION:**

These are requests by farmers for unemployment benefits. Farmers apply for unemployment benefits through the farmers home loan program.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 months or until administrative action is completed and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy provided no pending action or litigation.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private UCA 63G-5-302

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2015.

**AGENCY:** Department of Workforce Services. Division of Administrative Services

**SERIES:** 9764

1

**TITLE:** Program letters

**DATES:** 1953-2012.

**ARRANGEMENT:** Chronological, thereunder numerical by letter number

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**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 10 years and then transfer to State Archives.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the Utah State General Retention Schedule, Schedule 1, Item 9.

**PRIMARY DESIGNATION:**

Public