Retention and Classification Report

Agency: Department of Workforce Services. Adjudication Division (1462)

140 East 300 South
Salt Lake City, UT 84111
801-536-7680

Records Officer: _____

84069	Civil and criminal litigation files
84062	Court of Appeals/Supreme Court case files
23149	Fair hearing case files
24239	Information release requests
84192	Legal opinions
84070	Supreme Court and Court of Appeals briefs
84066	Supreme Court and Court of Appeals decisions
84061	Workforce Appeals Board case files

AGENCY: Department of Workforce Services. Adjudication Division

SERIES: 84069 3
TITLE: Civil and criminal litigation files
DATES: 1963-
ARRANGEMENT: Alphabetical by appellant surname.
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

This record documents civil and criminal litigation cases involving Employment Security. It contains all correspondence, forms, findings of fact, preliminary and appeal decisions, and any other forms, paperwork, etc. pertaining to the case. This record is used for reference on similar cases.

RETENTION:

Retain for 10 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 10 years or until administrative need is met, whichever is greater, and then delete.

APPRAISAL:

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

AGENCY: Department of Workforce Services. Adjudication Division

SERIES: 84069
TITLE: Civil and criminal litigation files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private
Controlled. Utah Code 63G-2-304(2008).

AGENCY: Department of Workforce Services. Adjudication Division

SERIES: 84062 3
TITLE: Court of Appeals/Supreme Court case files
DATES: i 1940-
ARRANGEMENT: Alphabetical by appellant surname.
DESCRIPTION:

This record documents the processes of the Supreme Court and Court of Appeals for unemployment insurance compensation cases appealed beyond the Board of Review decision. It contains all documents compiled for any of the previous appeal levels and any paper work compiled after appeal including any motions, certifications, and decisions of the Court. These case files are the original court records used to document findings of the Supreme Court and the Court of Appeals. They are used for reference purposes on similar cases.

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 19 years and then destroy.

Computer data files: Retain in Office for 20 years or until administrative need is met, whichever is greater, and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Workforce Services. Adjudication Division

SERIES: 84062
TITLE: Court of Appeals/Supreme Court case files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(a) (2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Department of Workforce Services. Adjudication Division

SERIES: 23149 3
TITLE: Fair hearing case files
DATES: 1995-
ARRANGEMENT: Alphabetical by surname.
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

These files document public entitlement hearings for cases such as denial of welfare, reduction in benefits, possible fraud, and other entitlement decisions. Information includes judgment by default, notice of informal hearing, notice of support debt, administrative hearing checklist, notice of hearing, notice of appeal, subpoenas, stipulation and order, divorce decree, finding of facts and decree, orders, assignment of collection of support, written answer, attorney notes, correspondence, summons, proof of payment, affidavits, transcripts, notice of settlement, and other supporting documentation.

RETENTION:

Retain for 10 year(s) after case is closed or until administrative value met, whichever is greater

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Computer data files: Retain in Office for 10 years after case is closed or until administrative value is met, whichever is greater.

AGENCY: Department of Workforce Services. Adjudication Division

SERIES: 23149
TITLE: Fair hearing case files

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Department of Workforce Services. Adjudication Division

SERIES: 24239 3
TITLE: Information release requests
DATES: 2002-
ARRANGEMENT: Alphabetical by surname.
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

This series contains GRAMA requests or other court ordered requests for public assistance, unemployment insurance, wage, new hire and other department information. Records include GRAMA or other court ordered requests and department responses, copies of released documents, and charges incurred and paid by the requesting parties. Information may also include names, employment histories, Social Security numbers, and other relevant information.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years or until administrative need is met, whichever is greater, and then delete.

APPRAISAL:

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

These records have administrative value as they are used for program management. They have legal value as they are required by the Government Records Access and Management Act.

AGENCY: Department of Workforce Services. Adjudication Division

SERIES: 24239
TITLE: Information release requests

(continued)

PRIMARY DESIGNATION:

Private	Utah Code 63G-2-302(1)(a),(b), and (g); (2)(b) and (d) (2020)

SECONDARY DESIGNATION(S):

Controlled.	Utah Code 63G-2-305 (2008)
Public Protected.	Utah Code 63G-2-305 (2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Department of Workforce Services. Adjudication Division

SERIES: 84192 3
TITLE: Legal opinions
DATES: 1943-
ARRANGEMENT: By legal issue, thereunder chronological.
DESCRIPTION:

This record documents legal interpretations of the law on various Utah Employment Security problems and issues. It is maintained for reference purposes in similar cases.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Legal counsel records, GRS-1721.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

Computer data files: Retain in Office until administrative value has been met and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Adjudication Division

SERIES: 84070 3
TITLE: Supreme Court and Court of Appeals briefs
DATES: 1939-
ARRANGEMENT: Alphabetical by appellant surname.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This series records the briefs filed by appellants and respondent (Utah Department of Employment Security Review) on unemployment compensation cases appealed to the Supreme Court and the Court of Appeals. These can be either benefit cases involving a claimant and/or employer. These are used for reference purposes on similar cases.

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Computer data files: Retain in Office for 20 years or until administrative need is met, whichever is greater, and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Workforce Services. Adjudication Division

SERIES: 84070
TITLE: Supreme Court and Court of Appeals briefs

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Department of Workforce Services. Adjudication Division

SERIES: 84066 3
TITLE: Supreme Court and Court of Appeals decisions
DATES: 1949-
ARRANGEMENT: Alphabetical by petitioner surname.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This series documents decisions rendered by both the Utah Supreme Court and, after 1986 (there was no district Court of Appeals for Utah prior to 1986), the Court of Appeals, on cases appealed from Employment Security's Board of Review. These decisions are filed together for better reference, e.g., when reviewing decisions, Employment Security's legal staff is interested in the decisions of both courts if the cases were appealed beyond the Court of Appeals. Information includes a copy of the decision, name of claimant, case number, etc.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2001

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently 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 historical value of this record series to document appeals to the Supreme Court.

AGENCY: Department of Workforce Services. Adjudication Division

SERIES: 84066
TITLE: Supreme Court and Court of Appeals decisions

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private
Controlled. Utah Code 63G-2-304(2008).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2020.

AGENCY: Department of Workforce Services. Adjudication Division

SERIES: 84061 3
TITLE: Workforce Appeals Board case files
DATES: i 1968-
ARRANGEMENT: Numerical by case number.
ANNUAL ACCUMULATION: 18.00 cubic feet.
DESCRIPTION:

These case files document the Workforce Appeals Board appeals process. Unemployment compensation claimants or employers paying unemployment taxes may appeal their cases beyond the Appeals Referee to the board. It contains all documentation compiled before the board appeal takes place. Included are the initial eligibility determinations of claimants, liabilities of employers, briefs, facts and findings, correspondence, Appeals Referee decisions, etc., as well as transcripts of the Workforce Appeals Board hearings and copies of the decisions rendered by that body.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 18 months and then transfer to State Records Center. Retain in State Records Center for 102 months and then destroy.

Microfilm master: For records beginning in 1968 through 1985. Retain in Office for 10 years and then destroy.

Computer data files: Retain in Office for 10 years or until administrative need is met, whichever is greater, and then delete.

AGENCY: Department of Workforce Services. Adjudication Division

SERIES: 84061
TITLE: Workforce Appeals Board case files

(continued)

APPRAISAL:

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

These records document appeals, appeal responses, and board decisions and have evidentiary value. They also have fiscal value as they track problems with unemployment insurance tax payments.

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1) a,b,f, and g; (2) a,b, and d.

SECONDARY DESIGNATION(S):

Controlled
Public
Protected