

Retention and Classification Report

Agency: Department of Employment Security. Unemployment Insurance Section. Benefit
Payment Control Services (1463)
140 E. 300 S.
Salt Lake City, UT 84111
801-536-7680

Records Officer: _____

84116 *Quality control case files

AGENCY: Department of Employment Security. Unemployment Insurance Section. Benefit Payment Control Services

SERIES: 84116

3

TITLE: Quality control case files

DATES: 1985-1997.

ARRANGEMENT: numerical by last four digits of social security number.

DESCRIPTION:

The Quality Control Unit of Benefit Payment Control audits eight or more unemployment insurance claimants per week to determine whether or not claimants and/or employers are meeting state and federal guidelines for unemployment insurance compensation. This file documents that investigative activity. In addition to the forms included in the Claimant Benefit Record (series 83610), the record contains agency transcripts, audit/investigation summaries, claimant questionnaires, and any other documents, forms, or correspondence pertaining to the claimant record or case audit.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy provided no disputes/litigation is pending.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
Retention is based on 41 CFR 29-70.203-3.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.