

Retention and Classification Report

Agency: Department of Workforce Services. Central Office Claimant Services (1464)

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Records Officer: _____

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AGENCY: Department of Workforce Services. Central Office Claimant Services

SERIES: 83611

3

TITLE: Claimant benefit record computer index/COM archive

DATES: 1983-2012.

ARRANGEMENT: numerical by social security number and/or alphabetical by surname.

DESCRIPTION:

These records document bibliographies, check lists, and indexes of agency publications and news releases, except those used as indexes to public relations files.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Indexes and check lists, GRS-2541.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 2 years or until COM is generated and then erase.

Computer output microfiche master: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Workforce Services. Central Office Claimant Services

SERIES: 83610

3

TITLE: Claimant benefit records

DATES: 1983-2012.

ARRANGEMENT: Numerical by batch number, thereunder chronological
DESCRIPTION:

This record series contains claims forms and official decisions and determinations made by Employment Security about a person's benefits issued by the Department. These files document investigations and decisions rendered in determining initial eligibility for unemployment compensation for any reason other than layoff (e.g., quit, fired, medical, school, self-employment, receiving worker's compensation, etc.), or for continued eligibility issues such as failure to make job contacts, failure to report to interviews or employment offers, temporary or permanent inability to seek work due to travel, school, lack of dependent care, etc. The files contain applicable forms or correspondence deemed necessary to make eligibility determinations. Documents, in the past, were microfilmed but are now scanned as they are received. They are filed numerically by batch number and date and kept until such time as scanning and error detection/correction have been completed.

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 until scanned and then destroy provided error detections/corrections are completed.

Microfilm master: Retain in Office for 8 years and then destroy provided audit is completed and no litigation is pending.

Computer data files: Retain in Office for 8 years and then delete provided audits are complete and no litigation is pending.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). Employment Security Manual V, Section 9193 calls for a three year retention; two year additional retention is based on administrative need. This was the rule in place at the State

AGENCY: Department of Workforce Services. Central Office Claimant Services

SERIES: 83610

TITLE: Claimant benefit records

(continued)

level when the Department of Employment Security was an agency.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Workforce Services. Central Office Claimant Services

SERIES: 83654

1

TITLE: Combined wage claim transfer files

DATES: 1984-2012.

ARRANGEMENT: Alphabetical by state, thereunder numerical by quarter

DESCRIPTION:

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

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 3 years and then destroy provided audit is complete and no litigation is pending.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

SECONDARY DESIGNATION(S):

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Workforce Services. Central Office Claimant Services

SERIES: 83655

3

TITLE: Combined wage claim transfer program accounts payable ledger

DATES: 1984-2012.

ARRANGEMENT: Numerical by social security number.

DESCRIPTION:

This is a computer generated paper report documenting the payable charges assessed on Utah wages which were transferred to another liable state (interstate) for use on a combined wage claim. It includes claimant name, social security number, date of claim, state and/or federal agency, percent of Utah involvement (as opposed to federal involvement), quarterly charges, balances and maximum to be charged. This report is generated to save historical data erased from the mainframe data system, and is maintained only long enough to be microfilmed. Once filmed, this report becomes part of the Claimant Benefit Record, Series 83610. This program will soon be done electronically. The only states receiving or sending paper documents will be those not yet set up for electronic billing.

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 2 months or until microfilmed and then destroy provided microfilm has passed inspection and provided error correction/detection is completed.

Microfilm master: Retain in Office for 5 years and then destroy provided audit is completed and no litigation is pending.

APPRAISAL:

These records have administrative, and/or fiscal value(s). Retention is based on administrative need and federal audit requirements.

AGENCY: Department of Workforce Services. Central Office Claimant Services

SERIES: 83655

TITLE: Combined wage claim transfer program accounts payable ledger

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PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Workforce Services. Central Office Claimant Services

SERIES: 83658

3

TITLE: Combined wage claim transfer program accounts receivable file

DATES: 1984-2012.

ARRANGEMENT: Numerical by social security number

DESCRIPTION:

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 4 years and then erase provided audit is completed and no litigation is pending.

Paper: Retain in Office for 4 years and then destroy provided audits are completed and no litigation is pending.

APPRAISAL:

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

This disposition is based on Utah State General Schedule 1993, Schedule 7, Item 2.

PRIMARY DESIGNATION:

Private Social security number

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Workforce Services. Central Office Claimant Services

SERIES: 83614

3

TITLE: Employment eligibility verification

DATES: 1986-1995.

ARRANGEMENT: numerical by batch and cartridge number

DESCRIPTION:

The Immigration Reform and Control Act of 1986 requires that employers obtain an I-9 Eligibility to Work form on all employees hired after November 7, 1986. The I-9 documents proof of citizenship or legal alien status for employment eligibility. It includes individual's name, social security and/or alien number; notations pertaining to proof of citizenship in addition to or instead of the social security card such as passport, picture identification or driver's license, birth certificate, etc.; signatures of both the employee and the employer or the referring agency (Employment Security); etc. Data from the form is entered into a computer data base file utilized by Staff Services, and the paper copy is microfilmed and destroyed. Until February, 1988, Employment Security obtained I-9's on all individuals utilizing Employment Security services. This service is now provided only if specifically requested by an individual employer.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2001

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection and provided error detection/correction is completed.

Microfilm master: Retain in Office for 3 years after individual is hired and then destroy.

APPRAISAL:

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

Retention is based on guidelines provided in the U. S. Department of Justice, Immigration and Naturalization Service Handbook for Employers on Instructions for Completing Form I-9 (M-274, 5/87 OMB #1115-0136)

AGENCY: Department of Workforce Services. Central Office Claimant Services

SERIES: 83614

TITLE: Employment eligibility verification

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Workforce Services. Central Office Claimant Services

SERIES: 83643

3

TITLE: Quarterly benefit cost statements

DATES: 1985-2012.

ARRANGEMENT: Numerical by employer identification number

DESCRIPTION:

This is a computer output data file of the actual benefit costs paid to an employer's former employee(s) during the previous quarter. It includes employee (claimant) name, social security number, percent of wages used in payment of individual benefit costs attributable to the employer, and total benefit cost to the employer for each quarter. A printed copy of this report is provided to employers for their information since this data, along with total wages paid during the previous five years, is used to compute contribution rates for those employers for the next year. For this reason, a computer data file of this information is also stored on each employer's imaging file so the information is available when an employer contacts the department regarding questions based on the benefits paid and charged to individual accounts.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/2003

FORMAT MANAGEMENT:

Computer output microfiche master: For records prior to and including 1991. Retain in Office for 8 years and then destroy provided no litigation is pending.

Computer data files: For records beginning in 1992 and continuing to the present. Retain in Office for 8 years and then delete.

APPRAISAL:

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

AGENCY: Department of Workforce Services. Central Office Claimant Services

SERIES: 83643

TITLE: Quarterly benefit cost statements

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Workforce Services. Central Office Claimant Services

SERIES: 83612

3

TITLE: Standardized pay order claim forms

DATES: 1984-2012.

ARRANGEMENT: Numerical by batch number before filming, and by cartridge number after filming.

DESCRIPTION:

This is a paper/microfilm copy file of the 603 claim cards (payorders). The 603 form is a standardized claim form used by all claimants regardless of claim type, for a specific bi-weekly claim period. Computer input of claimant answers to eligibility questions on the 603 form generates both the benefit check and the next 603 claim card. Previously used claim cards are filmed on dual track microfilm, and paper copies are destroyed after filming.

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 until microfilmed and then destroy provided microfilm has passed inspection and provided error detections/corrections are completed.

Microfilm master: Retain in Office for 5 years and then destroy provided audits are completed and no litigation is pending.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). Employment Security Manual, Part V, Section 9193 mandates a three year retention; additional two year retention is based on administrative need.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Workforce Services. Central Office Claimant Services

SERIES: 83613

3

TITLE: Standardized payorder card files computer index

DATES: 1984-2012.

ARRANGEMENT: Numerical by social security number.

DESCRIPTION:

This record is a computer index used for locating 603 files which include both claims cards, and biweekly payments, for specific claimants. These files contains information on the date, cartridge, batch and sequence numbers that are used to retrieve copies of the original paper documents. Data older than three years is purged from the computer file. In order to save this data, a history file is generated on magnetic tape before the on-line data is erased.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2003

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then erase provided a magnetic tape history file is generated.

Computer magnetic storage media: Retain in Office for 3 years and then erase.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Workforce Services. Central Office Claimant Services

SERIES: 83629

3

TITLE: Weekly interstate claim files

DATES: 1985-1997.

ARRANGEMENT: Chronological, thereunder alphabetical by surname

DESCRIPTION:

This series documents Utah unemployment claim records filed by individuals living in another state for the purpose of collecting benefits from the State of Utah. Information includes individual's name, mailing address, telephone number, social security number, employer's name and address, hours worked, gross pay, ending date of claim period, and signature of individual. In addition, the information may contain the name and address of potential employers contacted by the individual while unemployed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2001

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)(a) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.