

Retention and Classification Report

Agency: Department of Workforce Services. Unemployment Contributions Section (1465)

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

Records Officer: _____

84005	Collections working files
03796	Employment newsletter
83978	Unemployment Insurance (UI) contribution employer records

AGENCY: Department of Workforce Services. Unemployment Contributions Section

SERIES: 84005

3

TITLE: Collections working files

DATES: 1988-

ARRANGEMENT: Numeric by employer identification number, thereunder alphabetical by benefit recipient surname.

DESCRIPTION:

This record documents current legal activity on outstanding employer and benefit accounts. It contains legal papers that are working files which eventually become imaged.

RETENTION:

Retain for 20 year(s) or until administrative value has been met

DISPOSITION:

Destroy.

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 for 6 months or until collection activity has ceased and then image.

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Exempt Utah Code 35-4-312(3) (1994)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

AGENCY: Department of Workforce Services. Unemployment Contributions Section

SERIES: 3796

3

TITLE: Employment newsletter

DATES: i 1955-

ARRANGEMENT: Chronological.

DESCRIPTION:

These newsletters are produced by the Department of Workforce Services. The newsletter is published quarterly and features articles with helpful information or updates for the employer community.

The title of this publication is currently the "Employment Advisor." It was previously known as the "Utah Employment Bulletin," "Utah Monthly Employment Review," and the "Employment Newsletter."

RETENTION:

Retain permanently

DISPOSITION:

May 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 State Archives permanently with authority to weed.

Computer data files: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have historical value because they provide evidence of the significant effect of governmental programs and actions on individuals, communities, and the natural and man-made environment, and because they contribute substantially to knowledge and understanding of the people and communities of our

AGENCY: Department of Workforce Services. Unemployment Contributions Section

SERIES: 3796

TITLE: Employment newsletter

(continued)

state.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2020.

AGENCY: Department of Workforce Services. Unemployment Contributions Section

SERIES: 83978

3

TITLE: Unemployment Insurance (UI) contribution employer records

DATES: 1980-

ARRANGEMENT: Numerical by employer identification number.

DESCRIPTION:

These records contain information pertaining to an employer registered with the Department for employer tax and unemployment compensation purposes. Employers in the state of Utah pay an unemployment insurance tax, or "contribution", as detailed in Utah Code 35A-4-3, and Utah Administrative Code R.994. The Department keeps a registry of employers, determines if employer accounts are subject to unemployment contributions, collects employer contributions and overpayments for unemployment benefits, and monitors employer compliance.

Records following this schedule include initial application forms, contribution rates, new hire and wage data information, correspondence, audit reports, etc. Records may also contain collection history data, payment schedules, and/or copies of notices to file property liens, satisfactions of judgements, longitudinal data, and related records.

Longitudinal data is data that is collected through a series of repeated observations of the same individuals over some extended time frame. Keeping longitudinal data helps the department and other requesters to measure change and make more informed decisions through research and reporting. Requestors may include the Department, other state and federal agencies, the Governor's Office, and the Utah State Legislature. Only aggregate data is given to outside agencies unless they have gone through the process of MOUs (Memoranda of Understanding), or matching agreements, in which case individual data elements are specified in a written agreement. Aggregate data can also be requested by colleges and universities, advocacy groups, the public and the media, each of whom work with the Department's legal office to ensure confidentiality.

RETENTION:

Retain for 3 year(s) after final action or until administrative value met, whichever is greater

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

AGENCY: Department of Workforce Services. Unemployment Contributions Section

SERIES: 83978

TITLE: Unemployment Insurance (UI) contribution employer records

(continued)

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

APPROVED: 08/2020

FORMAT MANAGEMENT:

Microfilm master: For records prior to and including 2018. Retain in Office until employer is no longer in business and then destroy.

Computer data files: Retain in Office for 3 years after final action or until administrative value met, whichever is greater and then delete.

Paper: For records prior to and including 2018. Retain in Office until scanned and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). Administrative need remains as long as: data is being requested by and provided to other government agencies, matching agreements are in place, employer remains in business, UI overpayments remain unpaid, or data is being used to identify statistical information and trends.

RETENTION JUSTIFICATION:

"Final action" refers to business closure.

PRIMARY DESIGNATION:

Exempt Utah Code 35A-4-312 (2016)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2020.