

Retention and Classification Report

Agency: Department of Workforce Services. Legal Services (1466)

140 East 300 South
Salt Lake City, UT 84111
801-526-9653

Records Officer: _____

84222	*Board of Review case log
84223	*Board of Review decisions
84196	*Board of Review docket
84060	*Board of Review minutes and decisions
84068	*Court of Appeals case log
84064	*Court of Appeals docket books
84067	*Hearings and meetings shorthand notes
84221	*Supreme Court case log
84059	*Supreme Court dockets

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84222

1

TITLE: Board of Review case log

DATES: 1975-2001.

ARRANGEMENT: Alphabetical by claimant or employer filing appeal

DESCRIPTION:

This record is an alphabetical log of cases appealed to the Board of Review. It contains the claimant or employer name, claimant social security or employer identification number, and the Board of Review case number.

RETENTION:

Retain permanently

DISPOSITION:

May 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 permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84223

1

TITLE: Board of Review decisions

DATES: 1979-2010.

ARRANGEMENT: By sections of law

DESCRIPTION:

This record documents decisions made by Employment Security's Board of Review. Information may include name and social security number of the claimant, case number, name of employer and identification number, date of appeal and the decision reached by the Board of Review.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed.

Microfilm master: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative, and/or historical value(s).
The disposition is based on the historical value of the records to document the decisions of the Board of Review.

PRIMARY DESIGNATION:

Private UCA 63G-2-302

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84196

1

TITLE: Board of Review docket

DATES: 1949-2019.

ARRANGEMENT: Chronological, thereunder numerical by case number.

DESCRIPTION:

This series documents cases heard by Employment Security's Board of Review. Information includes the name, case, and social security number of the claimant, the name of the employer if applicable to claimant's case, the employer name and identification number in contribution/tax cases, the date and decision of the Appeals Referee, date of appeal to the Board of Review, issue before the Board, date reviewed by the Board, which board reviewed the case, decision date and determination of the Board of Review.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office for 1 year and then erase.

Paper: For records prior to and including 1986. Retain in Office for 1 year and then destroy.

Computer data files: For records beginning in 1987 and continuing to the present. Retain in Office for 1 year and then delete.

APPRAISAL:

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

This disposition is based on the historical value of the record series to document unemployment insurance claims. This record is maintained on paper prior to 1986. After 1986, docket information is retained in computer format.

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84196

TITLE: Board of Review docket

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2020.

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84060

3

TITLE: Board of Review minutes and decisions

DATES: i 1949-2010.

ARRANGEMENT: Chronological

DESCRIPTION:

This record documents, in summary form, the proceedings of Employment Security's Board of Review hearings on cases appealed from the Appeals Referee and the Board's decisions regarding those cases. The minutes contain the name, social security number and case numbers of cases reviewed by the Board; Board of Review date; and Board members. The decision rendered by the Board of Review contains information regarding summary action taken at lower level of appeal; the Board's action; and, in some instances, the reasoning for such action, as well as the name, social security and case numbers, employer's name (if applicable), and dates of unemployment compensation eligibility or denial. The purpose of this record is to document the decisions made by the Board of Review on unemployment insurance appeals to the Board of Review and for reference when similar cases arise. Prior to 1973, the decision was included as part of the minutes; after 1973 a separate copy of the decision was included in this file.

RETENTION:

Retain permanently

DISPOSITION:

May 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 permanently.

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84060

TITLE: Board of Review minutes and decisions

(continued)

APPRAISAL:

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

Retention is based on administrative need.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84068

3

TITLE: Court of Appeals case log

DATES: 1986-1997.

ARRANGEMENT: Alphabetical by appellant surname

DESCRIPTION:

This record is an alphabetical log of cases filed with the Court of Appeals. Information includes the appellant name, Court of Appeals case number, the date the appeal was filed to the Court, issue before the Court, decision rendered by the Court, and the Court of Appeals decision date.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84064

3

TITLE: Court of Appeals docket books

DATES: 1986-1997.

ARRANGEMENT: Chronological, thereunder numerical by case number

DESCRIPTION:

This record is a docket used to record unemployment insurance cases appealed to the Court of Appeals. Information includes the name, case and social security number of the claimant, the name of the employer if applicable to claimant's case; the employer name and number in contribution/tax cases; the dates and decisions of both the administrative law judge from the Lower Authority appeal and the Board of Review; the date appealed to the Court; dates of filings of Motions, Certification of Record and Briefs of both parties; the decision and decision date of the Court, and the issues before the court.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative hearing records, GRS-1655.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

This disposition is based on the historical value of the record series to document unemployment insurance claims.

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84064

TITLE: Court of Appeals docket books

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84067

3

TITLE: Hearings and meetings shorthand notes

DATES: 1986-2001.

ARRANGEMENT: chronological

DESCRIPTION:

This is a record of untranscribed shorthand notes from hearings and meetings held by Employment Security's Legal Section. These are used for reference purposes while the case is pending.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy provided case is closed/no discrepancies have been noted.

APPRAISAL:

These records have administrative value(s).
This disposition is based on administrative need and 1988 Utah General Schedule 9-12.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84221

1

TITLE: Supreme Court case log

DATES: 1939-1997.

ARRANGEMENT: Alphabetical by appellant surname

DESCRIPTION:

This record is an alphabetical log of cases filed with the Utah Supreme Court. It contains the appellant name, Supreme Court case number, the date the appeal was filed to the Court, issue before the Court, decision rendered by the Court, and the Supreme Court decision date.

RETENTION:

Permanent. Retain for 1 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 permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84059

3

TITLE: Supreme Court dockets

DATES: i 1939-1997.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

This series records unemployment compensation cases appealed to the Supreme Court. It includes the name, case and social security number of the claimant, the name of the employer if applicable to claimant's case, the employer name and number in contribution/tax cases, the date and decision of the administrative law judge from the Lower Authority appeal, date and decision of the Board of Review, and date and decision of Court of Appeals (after 1986; no Utah Court of Appeals prior to that date), date of appeal to the Court, dates of filings of Motions, Certifications of Record, and briefs of both parties, decision and date of decision of Court, and issues before the Court.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2001

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office permanently.

Paper: Retain in Office permanently.

Microfiche master: For records beginning in 1885 through 1891.
Retain in State Archives permanently 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 unemployment compensation claims appealed to the Supreme Court.

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84059

TITLE: Supreme Court dockets

(continued)

PRIMARY DESIGNATION:

Public