

Retention and Classification Report

Agency: Department of Employment Security. Data Processing Services Office (1487)

140 East 300 South
Salt Lake City, UT 84111
801-536-7424

Records Officer: _____

83608 *Dislocated worker data
84026 *TET

AGENCY: Department of Workforce Services. Office of Information Technology Services

SERIES: 83608

1

TITLE: Dislocated worker data

DATES: s 1985.

ARRANGEMENT: none

DESCRIPTION:

This is an automated data processing file created for the Labor Market Information section of Employment Security. See Rick Newman.

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:

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Workforce Services. Office of Information Technology Services

SERIES: 84026

1

TITLE: TET

DATES: 1983.

ARRANGEMENT: numerical by employer identification number or alphabetical by employer name or key word

DESCRIPTION:

This is a computer data file used for tracking and followup work in the Status Unit of Contributions. For example, if an employer called and wanted to register with Employment Security because he had paid wages last quarter, a Form 1 Status report would be sent to him with an assigned identification number. This information would be entered into the TET file to store until the employer completed and returned the Form 1 report. A microfilm jacket file would then be established for that employer, and the paper correspondence microfilmed for insertion into that file, and the data would be deleted from the TET file. Another use would be storing followup data on an employer who had placed a job order with Employment Security, but who did not have an assigned identification number. This information would be stored in the TET file until the employer could be contacted to determine if he was registered (perhaps under another name) or if he needed to be registered. There are many other internal uses for this tracking file, including a microfilm index of Non-Subject Files, Record Series 84015.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently or until administrative need ends and then delete.

APPRAISAL:

These records have administrative value(s).

Retention is based on administrative need. Per U.C.A. 35-4-11 (g), "Each employing unit shall keep true and accurate work records containing any information the commission may prescribe by rule. The records shall be open to inspection and subject to being copied by the commission or its authorized representatives at any reasonable time and as often as may be necessary....Information thus obtained or obtained from any individuals may not be published or open to public inspection, other than to public employees in the performance of their public duties, in any manner revealing the employing unit's or individual's

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(continued)

identity..."

PRIMARY DESIGNATION:

Exempt UCA 35-4-312(3) 1994