

## Retention and Classification Report

**Agency:** Department of Workforce Services. Beaver Employment Center (1911)

875 North Main  
PO Box 1138  
Beaver, UT 84713-1138

**Records Officer:** \_\_\_\_\_

25430	*Employment case management files
07300	*Home energy assistance target program case files
18576	*Transmittal records

**AGENCY:** Department of Workforce Services. Beaver Employment Center

**SERIES:** 25430

3

**TITLE:** Employment case management files

**DATES:** 2004-2019.

**ARRANGEMENT:** Alphabetical by surname of client.

**DESCRIPTION:**

This series contains client case files created by employment counselors in the employment center. The files document client participation in a variety of state and federal programs aimed at assisting clients in obtaining employment. These programs include income eligible child care, Workforce Investment Act (WIA) training, General Assistance (GA), Working Toward Employment (WTE), Family Employment Program (FEP), and Able Bodied Adults Without Dependents (ABAWD) programs. Files in the series may include such records as program participation agreements, a variety of assessments documents, eligibility determination documents, income verification documents, resumes, school class schedules, school grade reports, progress reports, payment vouchers, and employment verification documents.

**RETENTION:**

Retain for 5 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Client case files, GRS-2568.

**AUTHORIZED:** 06-12-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after after case file is closed and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Workforce Services. Beaver Employment Center

**SERIES:** 25430

**TITLE:** Employment case management files

(continued)

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2008)

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304(1) (2008)  
Protected. UCA 63G-2-305(10) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.

**AGENCY:** Department of Workforce Services. Beaver Employment Center

**SERIES:** 7300

3

**TITLE:** Home energy assistance target program case files

**DATES:** 1981-1997.

**ARRANGEMENT:** None

**DESCRIPTION:**

These case files are created by home energy assistance target eligibility workers. The purpose of the record is to gather information to verify and determine eligibility for home energy assistance. Information gathered for verification purposes include age, employer, date of birth, marital status, name, national origin, number of children, race and ethnic grouping, salary and income information, sex, signature of client, social security number, and telephone number.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Home energy assistance target program case files (heat), GRS-2569.

**AUTHORIZED:** 06-12-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Workforce Services. Beaver Employment Center

**SERIES:** 18576

3

**TITLE:** Transmittal records

**DATES:** 1990-1997.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year.

**DESCRIPTION:**

These are transmittals for checks and cash deposited into Human Services divisional and regional Financial Information Resource Management Services (FIRMS) accounts. Deposits are made by low organizational number and include deposits with the State Treasurer, transmittal date, department number, collection number, description number, account number, totals, copies of checks and receipts, services request, and billing forms.

**RETENTION:**

Retain for 3 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

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

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Workforce Services. Beaver Employment Center

**SERIES:** 18576

**TITLE:** Transmittal records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2019.