

Retention and Classification Report

Agency: Labor Commission. Adjudication Division (2411)

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Records Officer: _____

21924	*Adjudication final orders and compensation agreements
21884	*Card index to contested case files
14567	Compensation agreements and lump sum working files
28890	Contested court case hearing recordings
82227	Contested court case records
82665	*Silicosis files
83028	*Workers' compensation claimant x-rays

AGENCY: Labor Commission. Adjudication Division

SERIES: 21924

3

TITLE: Adjudication final orders and compensation agreements

DATES: 1920-2014.

ARRANGEMENT: Chronological by date of approval

DESCRIPTION:

This series includes the final resolution documentation of the Administrative Law Judge's (ALJ), Labor Commission and Appeals Board in Worker's Compensation, Occupational Disease, Occupational Safety and Health, Employment Discrimination, Fair Housing and Wage Claim cases and compensation agreements for workers' compensation claims. The compensation agreement is used to enter into an agreement for a permanent partial award. Information includes the name and address of the parties involved, social security number and telephone number. The supporting documentation for the compensation agreements (series 14567, Compensation agreements and lump sum working files) is retained for 75 years. The supporting documentation for the final orders (series 82227, Contested Case Files) is retained for 75 years.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1999

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 75 years and then destroy.

Microfilm duplicate: Retain in Office for 75 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Labor Commission. Adjudication Division

SERIES: 21924

TITLE: Adjudication final orders and compensation agreements

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

SECONDARY DESIGNATION(S):

Public. Final Orders

AGENCY: Labor Commission. Adjudication Division

SERIES: 21884

3

TITLE: Card index to contested case files

DATES: 1920-2014.

ARRANGEMENT: Alphabetical by claimant's name

DESCRIPTION:

Indices, lists, catalogs, registers, guides, and other aids necessary for the efficient use of other records.

RETENTION:

Retain for 75 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 75 years and then destroy.

Microfilm duplicate: Retain in Office for 75 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Labor Commission. Adjudication Division

SERIES: 21884

TITLE: Card index to contested case files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

AGENCY: Labor Commission. Adjudication Division

SERIES: 14567

3

TITLE: Compensation agreements and lump sum working files

DATES: 1920-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 7.00 cubic feet.

DESCRIPTION:

This series provides support documentation for the compensation agreements for workers' compensation claims. The series consist of the Compensation Agreement - Form 019 and the Lump-sum application - Form 134. The compensation agreement is used to enter into an agreement for a permanent partial award. The lump-sum form is used by an employee when applying for a lump sum or advance payment for a permanent partial award. Information includes the name and address of the employee, financial information, marital status, medical information, salary information, social security number and telephone number. The original Compensation agreement, series 21924 is retained for 75 years.

RETENTION:

Retain for 75 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 74 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
The Agency requested an increase in the retention period to make the retention period consistent with the retention period for similar working files. The original approved retention period had

AGENCY: Labor Commission. Adjudication Division

SERIES: 14567

TITLE: Compensation agreements and lump sum working files

(continued)

been 10 years.

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

AGENCY: Labor Commission. Adjudication Division

SERIES: 28890

1

TITLE: Contested court case hearing recordings

DATES: 1950-

ARRANGEMENT:

DESCRIPTION:

These records support the agency's function to conduct formal administrative hearings to resolve disputes arising from worker's compensation claims and employer penalties, employment discrimination determinations, and penalty citations. Recordings document hearings that come before the agency.

RETENTION:

Retain for 10 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Sound recordings: Retain in Office for 10 years and then erase.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected.	Utah Code 63G-2-305(10)(2015)
Private.	Utah Code 63G-2-302(1)(a & b)(2016)
Controlled.	Utah Code 63G-2-304(2008)

AGENCY: Labor Commission. Adjudication Division

SERIES: 82227

3

TITLE: Contested court case records

DATES: 1950-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

These records support the agency's function to conduct formal administrative hearings to resolve disputes arising from worker's compensation claims and employer penalties, employment discrimination determinations, and penalty citations. Records document hearings before the agency, and may include pre-hearing settlement offers, applications for and notices and recordings of hearings, orders from the Commission, judges' case notes, related medical information, and correspondence.

RETENTION:

Retain for 75 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: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 74 years and then destroy.

Sound recordings: Retain in Office for 75 years and then erase.

APPRAISAL:

These records have administrative value(s).

AGENCY: Labor Commission. Adjudication Division

SERIES: 82227

TITLE: Contested court case records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	Utah Code 63G-2-302(1)(a & b)(2016)
Controlled.	Utah Code 63G-2-304(2008)
Protected.	Utah Code 63G-2-305(10)(2015)

AGENCY: Labor Commission. Adjudication Division

SERIES: 82665

3

TITLE: Silicosis files

DATES: 1920-1950.

ARRANGEMENT: Chronological

DESCRIPTION:

These records document silicosis cases, mainly among mine workers. Silicosis is a terminal condition resulting from inhalation of silicon dioxide dust. These files include medical records, settlement disputes over workers' compensation benefits, settlement agreements, notices of hearings, transcripts of hearings, doctors' reports, and all related correspondence.

This series refers only to those cases which during the inclusive dates were maintained separately from other industrial accident claims. There are three boxes of these in the Records Center, filed chronologically and by name. Silicosis files are now microfilmed and maintained with all other industrial accident files and are not included in this record series. See series 82010, 82215, 82227, and 83028.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have historical value and should be maintained permanently for research needs.

AGENCY: Labor Commission. Adjudication Division

SERIES: 82665

TITLE: Silicosis files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304 (2008)

Exempt. Judge's notes

AGENCY: Labor Commission. Adjudication Division

SERIES: 83028

3

TITLE: Workers' compensation claimant x-rays

DATES: [ca. 1950]-2014.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are X-rays which accompany Workers' Compensation claimants' medical files. They are maintained separately from the other claimant information. The information includes name, patient number, and date of injury.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

X-rays: Retain in Office for 75 years after date of injury and then destroy provided silver is recovered.

APPRAISAL:

These records have administrative value(s).

All information regarding an individual's industrial accident claim should be destroyed at the same time. These files should be retained for the life of the individual in order to assure documentation in the event a problem arises.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. all unique identifiers