

Retention and Classification Report

Agency: Department of Workforce Services (2750)

140 East 300 South
Salt Lake City, UT 84111

Records Officer: _____

28897	Administrative Services grant and contract records
28898	Administrative Services operational accounting records
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AGENCY: Department of Workforce Services

SERIES: 28897

3

TITLE: Administrative Services grant and contract records

DATES: 1997-

ARRANGEMENT: Chronologically, thereunder alphabetically by grant name.

DESCRIPTION:

The agency promotes Utah's economic stability by providing a wide variety of programs to support Utah workers. These records document how state and federal funds are allocated and spent on programs such as those that supply financial, child care, food, and training support. Records include applications, contracts, memorandums of agreement, project reports, related records, as well as the unsuccessful applications and requests for proposals.

RETENTION:

Retain until expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/2016

FORMAT MANAGEMENT:

Paper: Retain in Office until end of fiscal year after end of contract and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Computer data files: Retain in Office for 7 years after expiration of contractual agreement and then delete.

APPRAISAL:

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

AGENCY: Department of Workforce Services

SERIES: 28897

TITLE: Administrative Services grant and contract records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services

SERIES: 28898

3

TITLE: Administrative Services operational accounting records

DATES: 1997-

ARRANGEMENT: Chronologically

DESCRIPTION:

Operational accounting records document program payments, purchase card reconciliations, and other expenses and may include expense reports and journal entries.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/2016

FORMAT MANAGEMENT:

Paper: Retain in Office until end of fiscal year after final action and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Computer data files: Retain in Office for 7 years after final action and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services

SERIES: 28899

3

TITLE: Administrative Services unemployment insurance accounting records

DATES: 1997-

ARRANGEMENT:

DESCRIPTION:

These records support the administration of the unemployment reserves to be used for the benefit of unemployed persons (Utah Code 35A-4-102(1996)). Records document the agency's revenues and expenses for all unemployment insurance and may include daily charge reports regarding tax collection and benefit payments, bank reconciliations, payment activities, and related records.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until end of fiscal year and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

APPRAISAL:

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

AGENCY: Department of Workforce Services

SERIES: 28899

TITLE: Administrative Services unemployment insurance accounting records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2016.

AGENCY: Department of Workforce Services

SERIES: 1271

3

TITLE: Annual reports

DATES: 1937-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports of the Department of Workforce Services (previously created by the Department of Employment Security) activities from the previous year with information pertaining to agency activities, economy, employers, counties, employment, wages, labor, and fiscal and financial operations. During the 1970s and 1980s, the Annual Reports contained multiple volumes with information pertaining to operating statistics, actuarial review and unemployment insurance statistics and labor market information.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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 Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These records have historical value as annual reports created by the agency to document agency administration, activities, programs, and achievements during the year. Records may include pamphlets, leaflets, statistical reports, outcome reports, and

AGENCY: Department of Workforce Services

SERIES: 1271

TITLE: Annual reports

(continued)

other documents for the agency's assessment reporting requirements.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2020.

AGENCY: Department of Workforce Services

SERIES: 9233

3

TITLE: Employers, employment and wages by size reports

DATES: 1967-

ARRANGEMENT: Chronological.

DESCRIPTION:

Employment and wage data for Utah non-agricultural employers are categorized in this publication by employment size for the month of March in each of the designated years. Grouping data by these criteria provides a useful tool to analyze the characteristics of Utah employers. For example, general trends of the size of Utah employers and employment concentrations by employer size class can be established. Wage levels for large, medium and small firms can also be evaluated.

In this publication, data are presented for both establishments and firms. The term "establishment" is generally defined as a specific physical worksite for an employer. For most employers, this is an actual street location at which business is conducted. The term "firm" is used to identify an employer's total statewide operations. The 1967 report covers the time period of 1937-1967.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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: For records prior to and including 2002. Retain in State Archives permanently with authority to weed.

CD-ROM: For records beginning in 2002 and continuing to the present. Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office until administrative value

AGENCY: Department of Workforce Services

SERIES: 9233

TITLE: Employers, employment and wages by size reports

(continued)

has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have historical value because they contribute substantially to knowledge and understanding of the people and communities of our state.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services

SERIES: 29969

3

TITLE: Executive correspondence

DATES: 1997-

ARRANGEMENT: Chronologically.

DESCRIPTION:

These records document executive decisions made regarding agency interests, including information about the agency's functions, policies, procedures, and programs. Executives include the executive director and other positions as determined by the agency.

RETENTION:

Permanent. Retain for 5 year(s) after separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years after separation and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 5 years after separation and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records have historical value because they provide evidence of significant policy formulation and business processes of the government; of governmental deliberations, decisions, and actions relating to major social and economic issues; and of significant effects of governmental programs and actions on individuals and communities.

AGENCY: Department of Workforce Services

SERIES: 29969

TITLE: Executive correspondence

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Department of Workforce Services

SERIES: 23033

3

TITLE: Labor market reports

DATES: 1962-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports by the Department of Workforce Services which provide the public with information pertaining to employment by industry, hours and earnings, economic events, consumer price index, cost of living and emerging occupations.

Moved to online electronic edition January 2003, though available on CD-ROM.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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.

CD-ROM: For records beginning in 2003 and continuing to the present. Retain in State Archives permanently with authority to weed.

Computer data files: For records beginning in 2004 and continuing to the present. Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with

AGENCY: Department of Workforce Services

SERIES: 23033

TITLE: Labor market reports

(continued)

authority to weed.

APPRAISAL:

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

These records have historical value because they contribute substantially to knowledge and understanding of the people and communities of our state.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

AGENCY: Department of Workforce Services

SERIES: 9230

3

TITLE: Labor statistics reports

DATES: 2016-

ARRANGEMENT: None.

DESCRIPTION:

This series contains labor statistics reports created by the Department of Employment Security.

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 Office permanently after one copy has been transferred to the State Archive.

APPRAISAL:

These records have historical value(s).

These records have historical value because they contribute substantially to knowledge and understanding of the people and communities of our state.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

AGENCY: Department of Workforce Services

SERIES: 23058

3

TITLE: Publications

DATES: 1997-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, employment, unemployment, labor, economics, and all other activities of the Department of Workforce Services. This series consists primarily of isolated publications not part of a more specific series.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

AGENCY: Department of Workforce Services

SERIES: 23058

TITLE: Publications

(continued)

APPRAISAL:

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

These records serve to document the history of the agency through its services, activities and programs. Records may contain pamphlets, leaflets, manuals, and other published or processed documents created by the agency to inform the public of the agency's services and programs.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

AGENCY: Department of Workforce Services

SERIES: 29995

3

TITLE: Significant events records

DATES: 2020-

ARRANGEMENT: Significant Events shared drive: Alphabetical by event.

DESCRIPTION:

These are records created by the Department of Workforce Services to document the agency's response to significant events. Records may include press releases, photos, disaster plans, publications, reports and memos on work and communications during the event, and correspondence showing significant new policies or work practices in place during the event.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These records have historical value because they provide evidence of significant policy formulation and business processes of the government; they provide evidence of governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues; they provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment; and they

AGENCY: Department of Workforce Services

SERIES: 29995

TITLE: Significant events records

(continued)

contribute substantially to knowledge and understanding of the people and communities of our state.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Department of Workforce Services

SERIES: 3602

3

TITLE: Veterans in Utah reports

DATES: 1978-

ARRANGEMENT: Chronological.

DESCRIPTION:

These reports document the size and nature of the State's veteran population. The reports were designed by the Department of Employment Security to help all interested groups approach the subject of veterans employment. Information includes the types of services available to veterans, and the number of veterans in need. HOLDINGS: 1978, 1985.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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: For records beginning in 1978 and continuing to the present. Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

AGENCY: Department of Workforce Services

SERIES: 3602

TITLE: Veterans in Utah reports

(continued)

APPRAISAL:

These records have historical value(s).

These records have historical value because they provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2020.