

## Retention and Classification Report

**Agency:** Department of Workforce Services (2750)

140 East 300 South  
Salt Lake City, UT 84111

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

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28899	Administrative Services unemployment insurance accounting re
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01271	Annual reports
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**AGENCY:** Department of Workforce Services

**SERIES:** 21454

3

**TITLE:** Active client case files

**DATES:** 1998-2019.

**ARRANGEMENT:** Alphabetical by surname thereunder numerical by case number.

**DESCRIPTION:**

These are complete case histories of clients receiving eligibility services. it also contains the eligibility case files from the Bureau of Eligibility Services at the Department of Health and transferred to the Department of Workforce Services in 2007. Documentation relating to client or patient medical information. Includes physical, psychiatric, dental, pharmaceutical, medical history, treatments, notes, reports, forms, memorandums, examinations, physical therapy, assessments, and all other related materials.

**RETENTION:**

Retain for 11 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Patient and client case files, GRS-1706.

**AUTHORIZED:** 01-10-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned and then transfer to State Records Center provided no litigation pending. Retain in State Records Center for 1 year and then destroy.

Computer data files: Retain in Office for 11 years after case closes and then delete.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
These records have fiscal value as they track the expenditure of public funds and must be created and maintained to meet the requirements established by 42 C.F.R. 431.17.

**AGENCY:** Department of Workforce Services

**SERIES:** 21454

**TITLE:** Active client case files

(continued)

**RETENTION JUSTIFICATION:**

The 11 year retention is based on the maximum possible retention. 8/20//2015 CDM

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.

**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:** 29610

3

**TITLE:** Annual Report

**DATES:** 2011-2020.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

**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:**

**APPRAISAL:**

These records have historical value(s).

**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:** 5893

1

**TITLE:** Assistance request files

**DATES:** 1980-1990.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These requests for assistance files are created by assistance payments workers for the purpose of issuing checks or food stamps to clients. They include the clients name, case number, amount of issuance, amount of food stamps or checks previously issued, the time period the issuance covers, and the signature of the client, case workers, and their supervisors. These records are no longer being created. They have been superseded by the Public Assistance Case Management Information System. This is a computer data base system.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**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.

**APPRAISAL:**

These records have administrative value(s).

See 7 CFR 272.1 1990 for general terms and conditions for states participating in the Federal Food Stamp program. It stipulates that these records should be retained for a minimum of three years and longer when required by state agencies. The Department of Human Services requires a five-year retention because of the activity level of this series.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Workforce Services

**SERIES:** 28647

3

**TITLE:** Deputy director email correspondence

**DATES:** 2005-2015.

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

These records support the agency's executive function to operate the agency's programs and employees. These records document unique information relating to the functions, policies, procedures or programs of an agency. Information includes incoming and outgoing business-related email correspondence. Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.

**RETENTION:**

Permanent. Retain until 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 until separation and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

**AGENCY:** Department of Workforce Services  
**SERIES:** 28647  
**TITLE:** Deputy director email correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**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:** 9227

3

**TITLE:** Employment applications

**DATES:** 1986.

**ARRANGEMENT:** None

**DESCRIPTION:**

Applications of those persons qualified to be listed on a register but who were not selected as the candidate for employment. If DHRM has officially delegated a particular state agency as the record copy office then they should retain these applications for three years.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

**AUTHORIZED:** 08-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.

**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:** 9228

1

**TITLE:** Federal unemployment programs claims and files

**DATES:** undated.

**ARRANGEMENT:** None

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2019.

**AGENCY:** Department of Workforce Services

**SERIES:** 9229

1

**TITLE:** Investigation case files

**DATES:** undated.

**ARRANGEMENT:** None

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

**PRIMARY DESIGNATION:**

Private

**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:** 23044

1

**TITLE:** Occupational wages reports

**DATES:** 1945-2020.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports created by the Department of Workforce Services (formerly created by the Department of Employment Security) to provide employers, employees and the public with wage information for public and private industries. The reports contain information pertaining to job titles, job title definitions, employment, average wages, and median wages.

**RETENTION:**

Permanent. Retain until administrative need ends

**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 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.

**APPRAISAL:**

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

This series contains reports created by the Department of Workforce Services (formerly created by the Department of Employment Security) to provide employers, employees and the public with wage information for public and private industries. The reports contain information pertaining to job titles, job title definitions, employment, average wages, and median wages.

**AGENCY:** Department of Workforce Services

**SERIES:** 23044

**TITLE:** Occupational wages reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2020.

**AGENCY:** Department of Workforce Services

**SERIES:** 19831

1

**TITLE:** Public assistance case management information system reports (PACMIS)

**DATES:** 1985.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These are computer printouts of clients receiving services through the Department of Human Services, Division of Child and Family Services. The information is sent to all Child and Family Services offices that serve clients through various programs. The names of clients are expunged following the closure of their case file. Information includes computer data, printouts, and statistical evaluations.

**RETENTION:**

Retain for 5 year(s) after case is closed

**DISPOSITION:**

Destroy.

**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 for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then delete.

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

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.



**AGENCY:** Department of Workforce Services

**SERIES:** 19831

**TITLE:** Public assistance case management information system reports (PACMIS)

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2019.

**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:** 82626

1

**TITLE:** Social Security books

**DATES:** 1960.

**ARRANGEMENT:** Numerical by Social Security number

**DESCRIPTION:**

These are Social Security books used by Job Service employees to track a person, confirm Social Security numbers, and change numbers when necessary.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Workforce Services

**SERIES:** 9231

1

**TITLE:** Unemployment insurance claims

**DATES:** undated.

**ARRANGEMENT:** None.

**DESCRIPTION:**

Records include claims for unemployment insurance.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

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

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**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Workforce Services

**SERIES:** 9232

1

**TITLE:** Unemployment tax and status reports

**DATES:** undated.

**ARRANGEMENT:** None

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2019.



**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.

**AGENCY:** Department of Workforce Services

**SERIES:** 19830

1

**TITLE:** Work incentive case files

**DATES:** 1985-2019.

**ARRANGEMENT:** Alphabetical by client surname.

**DESCRIPTION:**

These files document work incentive programs offered to persons needing employment through the Department of Human Services, Division of Child and Family Services. Information includes employment history, family information, job position information, marital status, salary information, and social security number.

**RETENTION:**

Retain for 5 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**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 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.

**AGENCY:** Department of Workforce Services

**SERIES:** 3908

3

**TITLE:** Workforce News

**DATES:** 1981-2010.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains newsletters by the Department of Workforce Services (previously created by the Department of Employment Security) which provide the public with current economic conditions. The reports contain information pertaining to employers, economic events, regional information, population figures, wage data, economic indicators, construction and gross taxable sales. The newsletter switched from a quarterly to twice-yearly in September 2000.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

This series contains newsletters by the Department of Workforce Services (previously created by the Department of Employment Security) which provide the public with current economic conditions. The reports contain information pertaining to employers, economic events, regional information, population figures, wage data, economic indicators, construction and gross taxable sales.

**PRIMARY DESIGNATION:**

Public