

## Retention and Classification Report

**Agency:** Department of Workforce Services. Division of Workforce Information and Payment Services (2755)  
140 East 300 South  
Salt Lake City, UT 84111  
801-526-9675

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

23046 \*Demographic and economic profile reports  
03551 \*Occupations in demand reports  
24901 \*Trendlines

**AGENCY:** Department of Workforce Services. Division of Workforce Information and Payment Services

**SERIES:** 23046

1

**TITLE:** Demographic and economic profile reports

**DATES:** 1994-2020.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports by the Department of Workforce Services (formerly created by the Department of Employment Security) which provide demographic and economic profiles of the counties. The reports contain information pertaining to population, employment, wages, income, building permits, gross taxable sales, and new car and truck sales.

**RETENTION:**

Retain permanently

**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.

**APPRAISAL:**

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

This series contains reports by the Department of Workforce Services (formerly created by the Department of Employment Security) which provide demographic and economic profiles of the counties. The reports contain information pertaining to population, employment, wages, income, building permits, gross taxable sales, and new car and truck sales.

**AGENCY:** Department of Workforce Services. Division of Workforce Information and Payment Services

**SERIES:** 23046

**TITLE:** Demographic and economic profile reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2020.

**AGENCY:** Department of Workforce Services. Division of Workforce Information and Payment Services

**SERIES:** 3551

3

**TITLE:** Occupations in demand reports

**DATES:** 1981-1999.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains publications by the Department of Workforce Services (previously created by the Department of Employment Security) which list occupations "in demand" at Workforce Services Employment Centers in Utah during the specified months. An occupation is "in demand" if at least 10 job openings were received from employers by DWS offices statewide. The publications contain information pertaining to openings received, openings available, wages, occupational titles, and planning districts.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1981 and continuing to the present. 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, and/or historical value(s). This series contains publications by the Department of Workforce Services (previously created by the Department of Employment Security) which list occupations "in demand" at Workforce Services Employment Centers in Utah during the specified months. An occupation is "in demand" if at least 10 job openings were received from employers by DWS offices statewide. The publications contain information pertaining to openings received, openings available, wages, occupational titles, and planning districts.

**AGENCY:** Department of Workforce Services. Division of Workforce Information and Payment Services

**SERIES:** 3551

**TITLE:** Occupations in demand reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Workforce Services. Division of Workforce Information and Payment Services

**SERIES:** 24901

3

**TITLE:** Trendlines

**DATES:** 2001-2013.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

"Trendlines is a magazine style newsletter published every two months by the Workforce Information Division of the Utah Department of Workforce Services. It provides feature articles and a basic understanding of Utah's Economy. Contributors to this newsletter include DWS economists and analysts as well as our partners such as economists and analysts at the Governor's Office of Planning and Budget." (Workforce Information website January 2003, <http://jobs.utah.gov/wi>) Electronic version available along with special Extra edition online.

**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.

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s). Trendlines is a magazine style newsletter published every two months by the Workforce Information Division of the Utah Department of Workforce Services. It provides feature articles and a basic understanding of Utah's Economy.

**PRIMARY DESIGNATION:**

Public