

## Retention and Classification Report

**Agency:** Department of Workforce Services. Taylorsville Employment Center (2765)

3888 West 5400 South  
Taylorsville, UT 84119  
801-964-7700

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

20926	*Check issuance case files
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**AGENCY:** Department of Workforce Services. Taylorsville Employment Center

**SERIES:** 20926

3

**TITLE:** Check issuance case files

**DATES:** 1995-1999.

**ARRANGEMENT:** Numerical by check number

**DESCRIPTION:**

These are payments to clients receiving benefits from programs offered by the department. These payments are for day care, subsistence, child care, and housing.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Check issuance case files, GRS-2573.

**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 2 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

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

**SERIES:** 20925

3

**TITLE:** Day care center licensing files

**DATES:** 1990-1999.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These are licensing and inspection files of centers that provide care and supervision of children under the age of fourteen for more than four but less than twenty-four hours a day for a fee.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Day care center licensing files, GRS-2570.

**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 7 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

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

**SERIES:** 19397

3

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

**DATES:** 1990-1999.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These are verifications for home energy assistance. The Office of Family Support, and after 1997, the Dept. of Work Force Services, gathers information from clients in order to verify and determine eligibility for home energy assistance.

**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 after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years 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.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-103

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

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

**SERIES:** 20927

3

**TITLE:** Medical excess payment records

**DATES:** 1995-1999.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These are overpayments for medical expenses incurred by clients through the medicaid program. The Office of Recovery Services maintains the original paperwork on excessive payments and is responsible for collecting overpayments from clients. The Office of Family Support is notified by Recovery Services when action is pending on a collection matter.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Medical excess payment records, GRS-2576.

**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 2 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

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

**SERIES:** 21242

3

**TITLE:** Personnel files

**DATES:** 1997-1999.

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after retirement or separation of employee and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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

**SERIES:** 21242

**TITLE:** Personnel files

(continued)

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (1)(e) (2008)

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2016.

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

**SERIES:** 20930

3

**TITLE:** Petty cash records

**DATES:** 1995-1999.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records which verify all monies received or expended through a petty cash account. Includes cash receipts, adding machine tapes, daily accounting records, reconciliation, transmittals, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.



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

**SERIES:** 20929

3

**TITLE:** Provider billing files

**DATES:** 1995-1999.

**ARRANGEMENT:** Chronological by month, thereunder numerical by billing number

**DESCRIPTION:**

These are billings issued to day care providers for services provided initially to the Office of Family Support, and now provided by The Dept. of Work Force Services.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Provider billing files, GRS-2578.

**AUTHORIZED:** 06-12-2019

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-203

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

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

**SERIES:** 20931

3

**TITLE:** Stores invoice files

**DATES:** 1995-1999.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Invoice or equivalent records used for stores accounting purposes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

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

**SERIES:** 20932

3

**TITLE:** Warrant/check - lost

**DATES:** 1995-1999.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Legal documentation explaining and justifying a lost warrant, so that a new one can be issued.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Warrant/check - lost, GRS-1837.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

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

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.