

Retention and Classification Report

Agency: Department of Workforce Services. Workforce Development Division (3059)

140 East 300 South
Salt Lake City, UT 84111

Records Officer: _____

26783	*Adoption Assistance case files
26354	Correspondence
27698	Foreign labor certification
27403	*Health coverage tax credit files
27576	Licensed Clinical Therapist (LCT) case files
23304	*One Stop Program court case files
26368	Policies and procedures manuals
00489	State Workforce Development Board minutes
24931	Tax credit program records
26245	Work site learning employer records
24280	Workforce Development client case files

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 26783

3

TITLE: Adoption Assistance case files

DATES: 1997-2020.

ARRANGEMENT: Chronological by year, thereunder alphabetical by surname.

DESCRIPTION:

These records document the agency's function to provide monetary and administrative assistance to clients wishing to adopt children.

RETENTION:

Retain for 7 year(s)

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 for 18 years after birth of subject and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(a) (2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2020.

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 26354

3

TITLE: Correspondence

DATES: 1997-

ARRANGEMENT: Alphabetical by name, thereunder numerical by file number.

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Permanent. Retain for 5 year(s)

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:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 5 years or until administrative value met, whichever is greater and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These records are historical because they provide evidence of significant policy formulation and business processes of the government.

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 26354

TITLE: Correspondence

(continued)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 27698

3

TITLE: Foreign labor certification

DATES: 1980-

ARRANGEMENT: Chronological by year.

DESCRIPTION:

These records are prevailing wage requests and job order requests which are used to provide temporary labor certification for both agriculture and non-agriculture foreign workers. Prevailing wage requests are used to ensure compliance with the Immigration and Nationality Act (INA) which requires that hiring foreign workers not adversely affect wages and working conditions for U.S. workers comparably employed.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2011

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

Computer data files: Retain in Office for 3 years or until administrative value met, whichever is greater,.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 27698

TITLE: Foreign labor certification

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 27403

1

TITLE: Health coverage tax credit files

DATES: 2005-2021.

ARRANGEMENT: Alphabetical by client surname.

DESCRIPTION:

These records contain information on tax credits for employee health coverage. Information includes employee name and identifying information including applications, proof of eligibility, medical information, birth dates, social security numbers, COBRA proof of payments, and reimbursement information.

RETENTION:

Retain for 3 year(s)

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 3 years and then destroy.

Computer data files: Retain in Office until at least 3 years or until administrative value met, whichever is greater and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(f)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2021.

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 27576

3

TITLE: Licensed Clinical Therapist (LCT) case files

DATES: 1996-

ARRANGEMENT: Chronological by year, thereunder alphabetical by surname.

DESCRIPTION:

Licensed clinical therapists provide clinical services to Family Employment Program (FEP) customers. These are mental health clinical records that include clinical evaluations, psychological reports, progress in treatment, and related records.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years 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 until at least 10 years or until administrative value met, whichever is greater and then delete.

APPRAISAL:

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

These records have administrative value as they are used to monitor progress for Family Employment Program customers. They have legal value as they are required to be kept by the Division of Occupational and Professional licensing, Utah Administrative Code R156-60a-502(20)(2015).

RETENTION JUSTIFICATION:

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 27576

TITLE: Licensed Clinical Therapist (LCT) case files

(continued)

Series follows a 10-year retention as per Utah Administrative Code R156-60a-502(20)(2015):
"...maintain client records... for a period of not less than ten years from the documented
termination of services to the client."

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(a),(b), and (j); and (2)(d)(2017)

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2018.

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 23304

1

TITLE: One Stop Program court case files

DATES: 1995-2019.

ARRANGEMENT: Alphabetical by last name of case file.

DESCRIPTION:

On Stop case files that have gone to court and thus been closed for pertinent reasons. These files include eligibility requirements and reasons for the closure of the case.

RETENTION:

Retain for 11 year(s)

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 3 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have legal value(s).

This retention is based on possibility of these case files being used in litigation.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2019.

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 26368

3

TITLE: Policies and procedures manuals

DATES: 1997-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

Manuals containing policies and procedures that govern the operation and administration of the various programs within the organization.

RETENTION:

Permanent. Retain for 9 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 6 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 9 years or until administrative value met, whichever is greater and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are historical because they provide evidence of significant policy formulation and business processes of the government.

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 26368

TITLE: Policies and procedures manuals

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 489

3

TITLE: State Workforce Development Board minutes

DATES: 1980-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document the monthly policy and oversight decisions made by the State Workforce Development Board, formerly known as the State Job Training Coordination Council (SJTCC Board).

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until at least 5 years, and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are historical due to their importance in providing evidence of significant policy formulation and business processes of the government.

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 489

TITLE: State Workforce Development Board minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 24931

3

TITLE: Tax credit program records

DATES: 1996-

ARRANGEMENT: Alphabetical by employer last name

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These records document the eligibility and participation of employers in the Work Opportunity Tax Credit Program.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 26245

3

TITLE: Work site learning employer records

DATES: 2006-

ARRANGEMENT: Chronological by date signed, thereunder alphabetical by company name.

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

The records in this series contain work site learning (WSL) files. WSL files consist of employer records, agreements and forms that have been signed by the employer and customer.

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: 06/2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office for 7 years or until administrative value is met, whichever is greater.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 26245

TITLE: Work site learning employer records

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(f) and 63G-2-302(2)(d) (2008)

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 24280

3

TITLE: Workforce Development client case files

DATES: 2002-

ARRANGEMENT: Alphabetical by client surname.

DESCRIPTION:

These records document the eligibility and participation of clients receiving services initially provided through a Family Support office (OFS), now provided by The Dept. of Workforce Services.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Client case files, GRS-2568.

AUTHORIZED: 06-12-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until records are imaged and then destroy.

Computer data files: Retain in Office for 5 years or until administrative value is met, whichever is greater, and then delete.

APPRAISAL:

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

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), now provided by the Dept. of Workforce Services.