

Retention and Classification Report

Agency: Department of Workforce Services. Workforce Research and Analysis Division
(4091)

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Records Officer: _____

26257	County and statewide demographic and economic profiles
22140	Employer satisfaction surveys
23026	Job outlook reports
22133	Job seekers satisfaction surveys
28791	Local Insights
22138	Service provider surveys
84123	Targeted jobs tax credit certification files

AGENCY: Department of Workforce Services. Workforce Research and Analysis Division

SERIES: 26257

3

TITLE: County and statewide demographic and economic profiles

DATES: 2005-

ARRANGEMENT: Statewide section, thereunder alphabetical by county.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records are created to provide statewide and county-level economic information. The Workforce Information Section of the Department of Workforce Services compiles data on the labor market in Utah and is the only source of this county-level economic information. Information in this series is used by planners, business, legislators and others interested in a particular county's economy. Within the records, the state as a whole and each county have one profile containing such economic and demographic data as labor force, taxable sales, construction permits, industry breakdown, employment, population, and income.

RETENTION:

Permanent. Retain for 6 year(s)

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 Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years 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.

AGENCY: Department of Workforce Services. Workforce Research and Analysis Division

SERIES: 26257

TITLE: County and statewide demographic and economic profiles

(continued)

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. Workforce Research and Analysis Division

SERIES: 22140

3

TITLE: Employer satisfaction surveys

DATES: 1997-

ARRANGEMENT: Chronological by data entry batch number.

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

This survey documents the level of employer satisfaction with the services provided by the Department. The survey is conducted annually. Information may include type of employer and individual ratings of satisfaction with services provided by the Department to the employment providers. The information is compiled into an annual report which is retained permanently.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 1 year or until administrative value has been met, if longer, and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Workforce Services. Workforce Research and Analysis Division

SERIES: 23026

3

TITLE: Job outlook reports

DATES: 1977-

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 8(a)(b) (2010) and 9-7-208 (2006)

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.

APPRAISAL:

These records have administrative, and/or historical value(s). This series contains data created by the Department of Workforce Services, Workforce Information Division, which contain occupational employment projections. The purpose of the

AGENCY: Department of Workforce Services. Workforce Research and Analysis Division

SERIES: 23026

TITLE: Job outlook reports

(continued)

data/documents is to provide labor market information on the projected demand for various common occupations in Utah. It is for the use of job seekers, employment counselors, educational planners and administrators and legislators. The information pertains to projected employment by occupation, job outlook, top occupations, employment trends, and general training levels of jobs.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

AGENCY: Department of Workforce Services. Workforce Research and Analysis Division

SERIES: 22133

3

TITLE: Job seekers satisfaction surveys

DATES: 1997-

ARRANGEMENT: Alphabetical by Employment Center.

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

This survey documents the level of the satisfaction of clients with the employment centers. The survey is conducted annually and is used to improve customer service. Information may include the type of service received by the client, degree of satisfaction in customer service areas such as response time, etc. The information is compiled into an annual report which is retained permanently.

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: 12/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 months and then transfer to State Records Center. Retain in State Records Center for 33 months and then destroy.

Computer data files: Retain in Office for 3 years or until administrative value has been met, if longer, and then delete.

APPRAISAL:

These records have administrative value(s).

This survey documents the level of the satisfaction of clients with the employment centers. The survey is conducted annually and is used to improve customer service. Information may include the type of service received by the client, degree of satisfaction in customer service areas such as response time, etc. The

AGENCY: Department of Workforce Services. Workforce Research and Analysis Division

SERIES: 22133

TITLE: Job seekers satisfaction surveys

(continued)

information is compiled into an annual report which is retained permanently.

AGENCY: Department of Workforce Services. Workforce Research and Analysis Division

SERIES: 28791

3

TITLE: Local Insights

DATES: 2012-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This quarterly publication offers current economic and labor market analysis by providing information in the areas of regional planning, local economic development, and policy design. Each issue includes multiple versions covering different regions of the state, and occasionally statewide. Issues feature articles, maps, charts, and other forms of data.

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). Analysis provides historical insight into the Utah economy and labor market in addition to being a method of reporting current information to interested stakeholders.

AGENCY: Department of Workforce Services. Workforce Research and Analysis Division

SERIES: 28791

TITLE: Local Insights

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2020.

AGENCY: Department of Workforce Services. Workforce Research and Analysis Division

SERIES: 22138

3

TITLE: Service provider surveys

DATES: 1997-

ARRANGEMENT: Chronological, thereunder alphabetical by region and employment center.

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

This survey documents the level of satisfaction with service providers used by the employment centers. Information may include the type of service received by the client, individual ratings of satisfaction with services provided by the service providers, etc. The survey is conducted annually and is used to help improve the service being provided to clients. The information is compiled into an annual report which is retained permanently.

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: 12/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 months and then transfer to State Records Center. Retain in State Records Center for 33 months and then destroy.

Computer data files: Retain in Office for 3 months or until administrative value has been met, if longer, and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Workforce Services. Workforce Research and Analysis Division

SERIES: 84123

3

TITLE: Targeted jobs tax credit certification files

DATES: 1981-

ARRANGEMENT: Alphabetical by employer name.

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

This record documents certification of individuals under the federally funded Targeted Jobs Tax Credit (TJTC) program administered by Employment Security. This program enables employers to receive tax credit by employing individuals who meet certification qualifications. Potential eligibility is based on nine different targeted groups:

- general assistance recipients;
- handicapped individuals referred by state vocational rehabilitation services or the Veterans Administration;
- Supplemental Security Income recipients;
- Vietnam-era veterans who are economically disadvantaged;
- certain ex-offenders;
- youth, 18-22, from economically disadvantaged families;
- youth, 16-19, who are economically disadvantaged and participating in an approved cooperative education program;
- work incentive (WIN) participants and recipients of aid to families with dependent children (AFDC); and
- economically disadvantaged summer employees, 16-17 years of age, who have never before worked for an employer and who work for up to 90 days between May 1 and September 15th.

The file contains: applicant characteristics form, tax credit eligibility statement, employment eligibility verification form, employer request for TJTC certification, employer tax credit voucher, and any supporting documentation or correspondence pertaining to TJTC eligibility criteria or certification, including letters of request and letters of denial. Until all materials are received on an applicant, pending files are created and arranged numerically by the last four digits of the social security number. Once processed they are filed alphabetically.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

AGENCY: Department of Workforce Services. Workforce Research and Analysis Division

SERIES: 84123

TITLE: Targeted jobs tax credit certification files

(continued)

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

APPROVED: 06/1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after certification date, or issue date if not certified and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 5 years or until administrative value has been met, if longer, and then delete.

APPRAISAL:

These records have fiscal value(s).

Retention is based on federal government Employment and Training Handbook No. 377, August 16, 1988, Section IV Administration, E, 1 (a) which states that state employment security agencies "are required to keep TJTC records (applications, supporting documentation, etc.), including all records for withdrawn certifications, for a period of 5 years from the date of certification, or from the date of issue of the determinations which do not result in a certification. This time period conforms to the Internal Revenue Service Record Retention Requirements for Employment Taxes, which specifies that records be kept for 4 years after employment taxes are due."

PRIMARY DESIGNATION:

Private