

## 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

**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

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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:**

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**APPRAISAL:**

These records have administrative value(s).