

## Retention and Classification Report

**Agency:** Labor Commission. Industrial Accident Division (1269)

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

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**AGENCY:** Labor Commission. Industrial Accident Division

**SERIES:** 82868

3

**TITLE:** Claims against uninsured employers

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These files document the Uninsured Employers' Fund's involvement in cases where an employee has sustained an industrial accident and the employer holds no workers' compensation insurance. The file remains open until it is determined to which capacity the Fund is involved. A case can be closed in the following incidents: applicant fails to prosecute case, the applicant is found to be an independent contractor, the case is settled by parties with no Uninsured Employers' Fund involvement, the case is settled with no litigation, the claim is denied when applicant fails to sustain burden of proof, it is determined that the employer has insurance, the employer becomes insolvent and the Fund is ordered to pay, the employer is ordered to pay, or statutory employer is ordered to pay. This involves cases where the employer is reimbursing the Uninsured Employer's Fund for monies paid to and on behalf of the injured worker.

**RETENTION:**

Retain for 10 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Computer data files: Retain in Office for 10 years after case is closed and then delete.

**AGENCY:** Labor Commission. Industrial Accident Division

**SERIES:** 82868

**TITLE:** Claims against uninsured employers

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public                      all final decisions

**SECONDARY DESIGNATION(S):**

Private.                      all other information  
Controlled.                      judges' notes (if case goes to hearing), psychiatric information

**AGENCY:** Labor Commission. Industrial Accident Division

**SERIES:** 14589

1

**TITLE:** Employer injury statistical report

**DATES:** 1989-

**ARRANGEMENT:** Numerical by report number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This report is generated by the Labor Commission to evaluate industrial accidents and injuries in the State of Utah. The report is used to monitor the employer's compliance with Utah's Workers' Compensation reporting requirements. Information includes employer name, industrial classification, insurance carrier information, the number of injuries reported by the employer during the reporting period and the employer injury summary for the year. The report also includes the name, social security number, occupation of each injured employee along with the part of body injured and the nature and type of injuries reported for the previous four years.

**RETENTION:**

Retain until superseded

**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 until updated and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention and disposition is based on the administrative needs of the agency. The reports are constantly updated and become obsolete with each update.

**AGENCY:** Labor Commission. Industrial Accident Division

**SERIES:** 14589

**TITLE:** Employer injury statistical report

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Labor Commission. Industrial Accident Division

**SERIES:** 82335

3

**TITLE:** First reports of injury

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by employee's name

**ANNUAL ACCUMULATION:** 20.00 cubic feet.

**DESCRIPTION:**

These are reports completed by the employer upon an employee sustaining an on-the-job injury. The reports are sent to the Industrial Accidents Division, where they are used for statistical analyses and regulatory functions relating to on-the-job injuries in the State of Utah. These reports include description of injury or illness, date and time of injury or diagnosis of illness, place of injury, detail on how the accident occurred, name and address of attending physician, name and address of hospital, signature and title of person filling out the report, and the date the report was completed.

**RETENTION:**

Retain for 75 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 75 years after date of injury and then destroy.

Microfilm duplicate: Retain in Office for 75 years and then destroy.

**AGENCY:** Labor Commission. Industrial Accident Division

**SERIES:** 82335

**TITLE:** First reports of injury

(continued)

**APPRAISAL:**

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

This disposition is based on administrative needs expressed by the agency to meet the requirements of UCA 34A-2-407 (1998).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2008)

**AGENCY:** Labor Commission. Industrial Accident Division

**SERIES:** 82215

3

**TITLE:** Industrial accident correspondence

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 50.00 cubic feet.

**DESCRIPTION:**

This is correspondence coming into the office relating to an individual currently on file and receiving payments for an industrial accident. It includes insurance statements such as information on benefits paid and scheduled (form 141) and statements of suspension of benefits (form 142), or medical information, such as doctor to doctor correspondence, doctor to insurance company correspondence, or progress reports on an individual. This also includes correspondence from attorneys representing either the injured employee, the insurance carrier, or the employer and correspondence from the injured employee's employer. As this information is received the case is referenced. If it pertains to an open contested case file, it is kept in paper copy and filed with the case (series 82227). Otherwise it is microfilmed and indexed to the individual to whom it pertains.

**RETENTION:**

Retain for 75 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office until receipt or after contested case is closed and then microfilm and destroy paper.

Microfilm master: Retain in Office for 75 years after date of injury and then destroy.



**AGENCY:** Labor Commission. Industrial Accident Division

**SERIES:** 82215

**TITLE:** Industrial accident correspondence

(continued)

**APPRAISAL:**

These records have administrative value(s).

These documents are microfilmed immediately upon receipt due to the massive daily accumulation. By blip microfilm technology, they are indexed under the applicant's name and can be retrieved easily with the remainder of the applicant's file. All the information pertaining to a particular individual's accident should be destroyed at the same time.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304 (2008) Psychiatric and Psychological data

**AGENCY:** Labor Commission. Industrial Accident Division

**SERIES:** 14588

3

**TITLE:** Injury look-up program files

**DATES:** 1950-

**ARRANGEMENT:** none

**DESCRIPTION:**

This series consists of an electronic listing of the job injuries reported to the Labor Commission. Information includes the social security number, date of injury, claim number, name of injured party, name of employer, name of insurance carrier, unemployment insurance number, occupation, nature and type of injury and the amounts paid on claim. The listing is used as a reference tool by the Commission.

**RETENTION:**

Permanent. Retain for 15 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/2001

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 15 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on the potential research value of this record series.

**AGENCY:** Labor Commission. Industrial Accident Division

**SERIES:** 14588

**TITLE:** Injury look-up program files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Labor Commission. Industrial Accident Division

**SERIES:** 6814

3

**TITLE:** Internal administrative correspondence

**DATES:** i 1982-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Documents office organization, staffing, procedures, and internal communications.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

**AUTHORIZED:** 11-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Labor Commission. Industrial Accident Division

**SERIES:** 82010

3

**TITLE:** Medical reports

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 30.00 cubic feet.

**DESCRIPTION:**

These are medical reports written by doctors examining an individual who has sustained an industrial accident or illness. They are used to determine accurately the extent of the injury; whether it involved total or partial loss of function, the degree to which function was lost, and whether the injury was permanent or temporary. They are also used in determining adequacy of the amount being paid to the individual by the employer or the employer's insurance carrier if it is contested. As they are received at the Industrial Accident Division, they are matched up with the appropriate file. If they concern an open contested case file, (see series 82227), they are filed in paper form into the appropriate applicant file. If they regard an uncontested case or a closed contested case (contained on microfilm), they are microfilmed immediately upon receipt and indexed to the appropriate applicant information. These include form 123, the medical reports written by the doctor who first examined the individual after the accident or illness.

**RETENTION:**

Retain for 75 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center until receipt or after contested file is closed and then microfilm.

Microfilm master: Retain in Office for 75 years after date of injury and then destroy.

**AGENCY:** Labor Commission. Industrial Accident Division

**SERIES:** 82010

**TITLE:** Medical reports

(continued)

**APPRAISAL:**

These records have administrative value(s).

Unless they refer to a contested case, these documents are microfilmed immediately upon receipt due to the massive daily accumulation. By blip microfilm technology, they are indexed under the applicant's name and can be retrieved easily with the remainder of the applicant's file. All information regarding an individual's industrial accident should be destroyed at the same time. These files should be retained for the life of the individual in order to assure documentation in the event a problem arises.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304 (2008) Psychiatric and Psychological Data

**AGENCY:** Labor Commission. Industrial Accident Division

**SERIES:** 23779

1

**TITLE:** Payment agreements

**DATES:** 2000-

**ARRANGEMENT:** Chronological by date.

**ANNUAL ACCUMULATION:** 9.00 cubic feet.

**DESCRIPTION:**

These documents are payment agreements for an injured worker who has an impairment rating issued by a doctor. Information includes worker's name, social security number, worker's compensation carrier, and the weekly average wage. Documents also contain sensitive medical information.

**RETENTION:**

Retain for 75 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 months after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 75 years and then destroy.

Microfilm duplicate: Retain in Office for 75 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Labor Commission. Industrial Accident Division

**SERIES:** 23779

**TITLE:** Payment agreements

(continued)

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Labor Commission. Industrial Accident Division

**SERIES:** 28141

3

**TITLE:** Proof of coverage reporting penalty case files

**DATES:** 2001-

**ARRANGEMENT:** chronological by closure date

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These files document the penalty assessment to insurance carriers for proof of coverage reporting noncompliance. These records document the late filing of reports by insurance carriers and the payment of the fine assessed. The files contain: penalty assessment, correspondence, and payment information on the penalty.

**RETENTION:**

Retain for 30 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2013

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These files need to be maintained long term in case of a recurring problem.

**AGENCY:** Labor Commission. Industrial Accident Division

**SERIES:** 28141

**TITLE:** Proof of coverage reporting penalty case files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305

**AGENCY:** Labor Commission. Industrial Accident Division

**SERIES:** 6824

3

**TITLE:** Records transfer sheets files

**DATES:** i 1977-

**ARRANGEMENT:** Alphabetical by series

**DESCRIPTION:**

Descriptive inventories, records disposal authorizations, schedules, and reports. Included are inventories of records sent to the Utah State Archives and recorded on Records Transfer Sheets. These are copies of the original.

**RETENTION:**

Retain for 5 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

**AUTHORIZED:** 02-19-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after final disposition of the records is reached and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on

**AGENCY:** Labor Commission. Industrial Accident Division

**SERIES:** 23350

1

**TITLE:** Uninsured employers fund payroll case files

**DATES:** 2000-

**ARRANGEMENT:** alphabetical by name

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

This series consists of payments ordered by a judge from the Uninsured Employers Fund. These documents may also include medical, psychiatric, or injury information as well as some legal documents.

**RETENTION:**

Retain for 51 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 1 year and then transfer to State Records Center. Retain in State Records Center for 50 years and then destroy.

**APPRAISAL:**

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

This series needs to be kept for the life span of the employee because they can bring suit at any time.

**PRIMARY DESIGNATION:**

Controlled

**AGENCY:** Labor Commission. Industrial Accident Division

**SERIES:** 7159

3

**TITLE:** Workers' compensation case files

**DATES:** 1950-

**ARRANGEMENT:** Numerical by case number.

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These files document an employee's injuries, eligibility for workmen's compensation benefits, and any further legal or medical actions. Information includes employers' first reports of injuries, physicians' medical and surgical reports, medical correspondence and bills, insurance documents, and legal forms needing responses. Files may also include silicosis reports, X-rays, psychiatric reports, correspondence from relatives, divorce decrees, adoption papers, savings account information, assets of applicants and family members, bankruptcy reports, and commission orders. Records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made. See Utah Code 34A-2 for Worker's Compensation Act.

**RETENTION:**

Permanent. Retain for 100 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Worker's compensation case files, GRS-1938.

**AUTHORIZED:** 01-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 100 years and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

**AGENCY:** Labor Commission. Industrial Accident Division

**SERIES:** 7159

**TITLE:** Workers' compensation case files

(continued)

**APPRAISAL:**

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

These records have a secondary historical value. Information in them will be of interest to family historians.

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

Public. Commission Orders

Controlled. UCA 63G-2-304(1) (2008)Psychiatric and Psychological Data