

## Retention and Classification Report

**Agency:** Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety (1416)

Labor Commission  
160 East 300 South, P.O. Box 146620  
Salt Lake City, UT 84114  
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**Records Officer:** \_\_\_\_\_

21895	Boiler and pressure vessel inspection reports
21870	Boiler inspection manuals and texts
82925	Elevator inspection reports
83093	Mine employees certifications
83091	Mine inspection reports
22919	Scrap/out-of-service boilers and pressure vessel files

**AGENCY:** Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

**SERIES:** 21895

3

**TITLE:** Boiler and pressure vessel inspection reports

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by name of business.

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

This series contains the initial and subsequently scheduled boiler and pressure vessel inspection reports for the state of Utah. The reports are used to determine whether boilers and pressure vessels in publicly used buildings meet state regulations. Series information includes descriptions, names of inspectors, dates of inspections, billing information, monthly statistical reports, and all related correspondence. In addition, the files may contain Certificates of Competency issued by the Commission granting an individual the authority to inspect boilers and pressure vessels.

**RETENTION:**

Retain for 100 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/2009

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1970 through 2007. Retain in Office until microfilmed and then transfer to State Records Center. Retain in State Records Center for 100 years and then destroy.

Microfilm master: For records prior to and including 2007. Retain in State Records Center for 100 years and then destroy.

Microfilm duplicate: For records prior to and including 2007. Retain in Office for 100 years and then destroy.

Computer data files: For records beginning in 2007 and continuing

**AGENCY:** Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

**SERIES:** 21895

**TITLE:** Boiler and pressure vessel inspection reports

(continued)

to the present. Retain in Office for 100 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

This appraisal is based on the agency's responsibility for approving boiler and pressure vessel safety in publicly used buildings.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

**SERIES:** 21870

3

**TITLE:** Boiler inspection manuals and texts

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical by title

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This record series consists of manuals and texts which provide the specifications for boiler and pressure vessel installation and maintenance. The series is used as support documentation for the inspection of boilers and pressure vessels. The manuals document the standards used during the inspection process. Boilers are inspected annually or biennially by the Labor Commission. The boiler inspection report, series 82926 is maintained permanently.

**RETENTION:**

Permanent. Retain for 100 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:** 06/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 99 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 administrative and historical value of this record to document the boiler inspection process to meet the requirements of UCA 34A-7-101 (1999). The 100 year retention period is based on the potential lifespan of a boiler.

**AGENCY:** Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

**SERIES:** 21870

**TITLE:** Boiler inspection manuals and texts

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

**SERIES:** 82925

3

**TITLE:** Elevator inspection reports

**DATES:** 1950-

**ARRANGEMENT:** Numerical by state elevator number.

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

This series contains the initial and subsequent biennial elevator inspection reports for the state of Utah. Reports are used to determine whether elevators in publicly used buildings meet state safety regulations. Reports include elevator descriptions, names of inspectors, certificates of inspection, inspection dates, billing information, and related correspondence.

**RETENTION:**

Retain for 100 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/2009

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1950 through 2007. Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 98 years and then destroy.

Computer data files: For records beginning in 2007 and continuing to the present. Retain in Office for 100 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

This appraisal is based on the agency's responsibility for approving elevator safety in publicly used buildings.

**AGENCY:** Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

**SERIES:** 82925

**TITLE:** Elevator inspection reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

**SERIES:** 83093

3

**TITLE:** Mine employees certifications

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by employee name, thereunder by mine  
**DESCRIPTION:**

These are mandatory certifications of all mine workers in Utah.  
This series includes the name, position, and certification number  
of each employee, as well as some related correspondence.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State  
Archives with authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

**SERIES:** 83091

3

**TITLE:** Mine inspection reports

**DATES:** ca. 1945-

**ARRANGEMENT:** Alphabetical by county, thereunder by mine.

**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 for 5 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 5 years after being microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These reports document the history of mining.

**AGENCY:** Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

**SERIES:** 83091

**TITLE:** Mine inspection reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

**SERIES:** 22919

3

**TITLE:** Scrap/out-of-service boilers and pressure vessel files

**DATES:** 1999-

**ARRANGEMENT:** Chronological by date received

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These files serve as notification to the Commission that a boiler or pressure vessel is no longer in service. The notification may be that the boiler or pressure vessel is being permanently removed from the location or is out of service. Occasionally, a boiler or pressure vessel is scrapped from active use but may become active upon a future inspection. The notification report contains a brief description of the boiler or pressure vessel, name of the manufacturer, type of boiler or pressure vessel, etc.

**RETENTION:**

Permanent. Retain for 5 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:** 08/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office until entered into the database and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Labor Commission. Division of Boiler, Elevator, and Coal Mine Safety

**SERIES:** 22919

**TITLE:** Scrap/out-of-service boilers and pressure vessel files

(continued)

**PRIMARY DESIGNATION:**

Public