

# Retention and Classification Report

**Agency:** Department of Workforce Services (Utah). Unemployment  
Contributions Section (1465)  
140 East 300 South  
Salt Lake City, UT 84111  
801-536-7680

**Records Officer:** Debbi Class

83978 Employer background data file

## Utah State Archives

**AGENCY:** Department of Workforce Services (Utah). Unemployment Contributions Section

**SERIES:** 83978

3

**TITLE:** Employer background data file

**DATES:** 1980-

**ARRANGEMENT:** Numerical by employer identification number

**DESCRIPTION:**

This is a microfilm version of employer background data files that include all data pertaining to an employer registered with Workforce Services for employer tax and unemployment compensation purposes. It contains copies of initial application forms, contribution rates, wage data information, correspondence, audit reports, etc. It may also contain collection history data, payment schedules, and/or copies of notices to file property liens, satisfactions of judgements, etc.

**RETENTION:**

Retain until separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/2001

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Office until employer is no longer in business and then destroy.

Computer data files: Retain in Office until employer is no longer in business and then delete.

**APPRAISAL:**

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

## Utah State Archives

**AGENCY:** Department of Workforce Services (Utah). Unemployment Contributions  
Section

**SERIES:** 83978

**TITLE:** Employer background data file

(continued)

**PRIMARY DESIGNATION:**

Exempt UCA 35-4-312(3) 1994