

REQUEST FOR RECORDS RETENTION SCHEDULE
Submitted to the Records Management Division
Hall of Records Commission

1. Requesting Agency

DEPARTMENT OF EMPLOYMENT SECURITY

2. Division or Bureau of Requesting Agency

APPEALS DIVISION - OFFICE BOARD OF APPEALS

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Appeals from unemployment benefit awards made by the local office may be made by the claimant or his former employer to the Appeals Division. Should the appellant be dissatisfied with the referee's decision (Appeals Division) he may file further appeal to the Employment Security Board Office of Board of Appeals. Appeals to the Board must be made within seven days after the referee's decision is rendered. Otherwise, the decision becomes final and no further appeal is allowed. Decisions of the Appeals Board may be appealed to a court of law; such action must be taken within 20 days after the decision is rendered, otherwise the decision becomes final.

APPEALS DIVISION

1. APPEALS FOLDER

Quantity: 70 drawers (100 cubic feet) plus an estimated 50 cubic feet in storage
total: 150 cubic feet

Dates: 1949 --

File Arrangement: numerical

Annual Accumulation: 17 drawers (26 cubic feet)

Disposable Amount: 75 cubic feet

Appeals folders contain the following records:

- UC 221 Claim Examiner Determination
- UC 222 Notice of Disqualification and Request for Appeal
- UC 370 Appeal Hearing Notice
- UC 371 Referee's Decision (copy)
- UC 371 A Case Memorandum

Approved Hall of Records Commission

7. Agency, Division or Bureau Representative

Neil O'Brien
Signature

Chairman
Title

April 6 1955
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

April 7 1955
Date

Merwin S. Radoff
Archivist

APR 11 1955

Date

J. Meluske
Secretary

RECORDS RETENTION SCHEDULE
(Continuation Sheet)

FORM HR-RM 1A
(9-1-53)
Hall of Records
Commission

REQUEST FOR RE...

4. Item No.

5. Description
Describe records accurately. Include work or activity to which the records (cubic or linear feet). Show recommen...

Records
form number, size of documents, date, inclusive dates, and quantity and retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Decision (letter of transmittal)

Service Record on Appeal
Office
six inch soundsciber record

the period allowed for appeal
and use for a few months and
retention period is recommended to
(Chapter 437, Acts of 1953).

AFTER DECISION BECOMES FINAL

UC 372 or 373 Notice of Referee's
UC 394 Status of Claim on appeal
UC 395 Memorandum of Employment
UC 397 Finality Notice to Loss
Recording of hearing,
Correspondence

Once the decision becomes final and
has expired these records have limited
use thereafter. The three year retention
meet statutory requirements only.

RECOMMENDATION: RETAIN FOR THREE YEARS
AND THEN DESTROY.

REFEREE'S DECISION

Form No.: UC 371
Size: 8 1/2" x 11"
Quantity: 27 letter size drawers
Dates: 1938 - -
File Arrangement: numerical
Annual Accumulation: 3 cubic feet

(40 cubic feet)

Original decision showing names of principals,
decision and when decision becomes final;
used for precedents, training and research.

principals, dates of hearing,
final; signed by the referee;
search.

AND THEN DESTROY.

RECOMMENDATION: RETAIN FOR FIVE YEARS

INDEXES

Size: 3" x 5"
Quantity: 100 drawers (15 cubic feet
storage
Total: 25 cubic feet
Dates: 1938 - -
File Arrangement: Two Index files
The 1st - arranged
The 2nd - arranged
Annual Accumulation: 1 cubic foot
Disposable Amount: 20 cubic feet

(feet) plus 10 cubic feet in

are maintained
anged alphabetically
anged numerically
(estimate)

Cards showing name, appeal number, social
office, dates of receipt of appeal, hearing
summary of decision and whether appealed
and has been separated at number 40,000
now applies to both the alphabetical and

social security number, local
hearing and decision, brief
led to Board. The alphabetical
000. The recommendation be-
and numerical index.

AND THEN DESTROY.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND

*Approved Hall of
Records Commission*

*Approved Hall of
Records Commission*

APPROVED BY
BOARD OF PUBLIC WORKS

Date APR 11 1955

[Signature]
Secretary

4.
Item
No.

5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

OFFICE OF BOARD OF APPEALS

4. PRESENTATION MATERIAL

Quantity: 2 drawers (3 cubic feet)
Dates: 1962
File Arrangement: appeal case number
Annual Accumulation: 1 cubic foot

File contains a summary of the appeal and the referee's decision, forms UC 458, Memorandum of Employment Service Record and, UC 460, Summary of Action on Appeal; used by members of the Board at the hearing and in evaluating the appeal; has no value after decision is final.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DECISION BECOMES FINAL AND THEN DESTROY.

*Approved Hall of
Records Commission*

5. BOARD DECISION

Form No.: UC 454
Size: 8 1/2" x 11"
Quantity: 2 drawers (3 cubic feet)
Dates: 1946 - -
File Arrangement: numerical
Annual Accumulation: less than 1/2 cubic foot

Original of the Board decision, also includes decisions of appeals taken to court.

RECOMMENDATION: RETAIN PERMANENTLY.

*Approved Hall of
Records Commission*

6. INDEXES

Form No.: UC 464
Size: 3 1/2" x 7 1/2"
Quantity: 8 drawers (2 1/2 cubic feet)
Dates: 1948 - -
File Arrangement: Two Index files are maintained
The 1st - arranged alphabetically
The 2nd - arranged numerically
Annual Accumulation: less than 1/2 cubic foot

Cards show applicant's name and social security number, appeal number and brief recording of action taken regarding the appeal; reverse shows claim examiners determination, referee's decision and board decision.

RECOMMENDATION: RETAIN PERMANENTLY. APPROVED BY
BOARD OF PUBLIC WORKS

*Approved Hall of
Records Commission*

7. MISCELLANEOUS FILE

Quantity: 2 drawers (3 cubic feet)

Date APR 11 1955

*Approved Hall of
Records Commission*

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Hall of Records
Commission

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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Dates: 1951 - -
 File Arrangement: subject
 Annual Accumulation: less than $\frac{1}{2}$ cubic foot
 Disposable Amount: 1 cubic foot

Contains miscellaneous correspondence, forms DES 162 and 162A Inter-Office Correspondence. The recommendation below applies only to this material. File also contains rough copies of decisions with notations on 4 x 4 scraps of paper attached, Request for Use of Board Room and Memorandum Transmittal (UC 485). This material is considered non-record within the meaning of the statute governing non-record material. (Art. 41, Sec. 155, Annotated Code of 1951).

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED BY
 BOARD OF PUBLIC WORKS
 APR 11 1955
 Date

[Signature]
 Secretary