

Hall of Records
Commission

submitted to the Records Management Division
Hall of Records Commission

PAGE NO. 1.

1. Requesting Agency DEPARTMENT OF EMPLOYMENT SECURITY	2. Division or Bureau of Requesting Agency <i>Central Office</i> Division of Unemployment Compensation
--	---

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.
-------------	---	---

1.	<p>OVERPAYMENT FILE <i>Supersedes Item 13, Sched. 144</i></p> <p><i>Dates: 1945...</i></p> <p>Quantity: 55 letter-size drawers (80 cubic feet) 55 cubic feet in storage (total 135 cubic feet)</p> <p>File Arrangement: Alphabetical</p> <p>Annual Accumulation: 15 cubic feet</p> <p>Disposable Amount: 90 cubic feet</p> <p>A folder is maintained on each unemployment compensation claim which is overpaid. It contains the following records:</p> <ul style="list-style-type: none"> UC 221 Claim Examiner's Determination UC 222 Notice to Claimant UC 265 Earnings Reconciliation Sheet UC 330 Request for Employees Weekly Earnings Correspondence <p>Folders containing collectible accounts remain in the active file until reimbursement is made, at which time they are placed in the inactive file. The remaining folders are periodically audited and are determined to be uncollectible by the Director of the Unemployment Compensation Division if they comply with the following formula:</p> <ol style="list-style-type: none"> 1. The Claims Examiner's determination establishing the overpayment was made more than five years prior to the audit; 2. No payment by cash or claim credit has been made by the Claimant within five years prior to the audit; and 	<p>APPROVED HALL OF RECORDS COMMISSION</p>
----	---	--

7. Agency, Division or Bureau Representative

Robert B. Franklin
Signature

Chairman
Title

April 1, 1957
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.

4/5/57
Date

Morris S. Reddick
Archivist

J. McEusker
Date
Secretary

STATEMENT FOR RECORDS RETENTION
(Continuation Sheet)

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.

3. No earnings have been listed in the wage record section for the claimant in the period extending from the first day of the base period for the benefit year in which the audit was conducted through the last calendar quarter for which records are available.

Upon determination that the accounts are uncollectible, the Director certifies a list of such cases to the Employment Security Board for approval and referral to the Board of Public Works for authority to abate the account resulting from the overpayment of benefits as well as any administrative penalties which were assessed. Since October 1955, the assessment of administrative penalties has been discontinued.

see covers. filed 2/15/59

- A. RECOMMENDATION: RETAIN COLLECTIBLE ACCOUNTS FOR THREE YEARS AFTER DATE OF CLOSURE AND THEN DESTROY.
- B. RECOMMENDATION: RETAIN UNCOLLECTIBLE ACCOUNTS UNTIL AUTHORITY TO ABATE ACCOUNT HAS BEEN RECEIVED FROM THE BOARD OF PUBLIC WORKS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

[Signature]
SECRETARY