

STATEMENT FOR RECORDS RETENTION FILE

To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. 495

PAGE
NO. 1

1. Requesting Agency

Department of Employment Security

2. Division or Bureau of Requesting Agency

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.
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1. EXECUTIVE DIRECTOR'S DETERMINATION FILE

Size: Legal
Quantity: 8 legal file drawers, 9 transfiles
Dates: 1961 -
File Arrangement: Alphabetical by names of petitioner
Index: Alphabetical card index by name of employer (petitioner)

This record series is located in the office of the Legal Division, since the attorneys of that Division act as hearing officers for the Executive Director in all matters covered in the Executive Determination Files.

The several operating Divisions of the Department of Employment Security submit the Employer's Record, Schedule 146, Item 1, and any other material pertinent to the case. Upon issue of the Executive Determination, the records are returned to the various Divisions of origin after which the Executive Determination File will contain all or some of the following papers:

- Correspondance
- Request for Appeal
- Notice of Hearing
- Memoranda
- Notes of the Hearing Officer
- Miscellaneous extra copies of records returned to the Divisions
- Record of Testimony
- Exhibits
- Executive Determination (copy)

7. Agency, Division or Bureau Representative

R. V. Kendall
Signature

Attorney, Sec. Off. III
Title

1/2/70
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.

1/2/70
Date

Morris J. Rabl
Archivist

1-7-70
Date

Andrew Beckwith
Secretary Elizabeth M. Junt

In the presence and with the approval of the Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(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.

Executive Determinations are appealable to the Board of Appeals of the Department within fifteen days after the date of the determination, and appeals from the decisions of the Board must be made to the courts within 30 days under the Court Rules.

Copies of Executive Director's Determinations are permanently retained in a separate file. The recommendation below applies only to the inactive files remaining in the Legal Division after the Determinations are made and the files are closed.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DETERMINATION BY THE EXECUTIVE DIRECTOR, THEN DESTROY.