

Utah State Archives

Parent Agency: Alcoholic Beverage Commission
Alcoholic Beverage Control

Agency: Department of Alcoholic Beverage Control
1625 South 900 West
P.O. Box 30408
Salt Lake City, UT 84130
801-977-6800

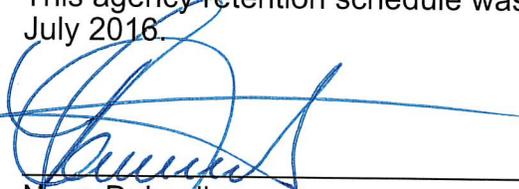
Records Officer Sarah Thomson

09155 Licensee violation files

Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

The Agency classifies its records under provisions of the Government Records Access and Management Act (UCA 63-2-101 et seq.). Classifications have not been approved by the State Records Committee.

This agency retention schedule was approved by the State Records Committee in July 2016.



Nova Dubovik
Executive Secretary
State Records Committee



Chair, State Records Committee

Date: 7/21/2016

Utah State Archives

AGENCY: Department of Alcoholic Beverage Control

SERIES: 9155

TITLE: Licensee violation files

DATES: 1980-

ARRANGEMENT: Chronological, thereunder alphabetical by licensee surname.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records support the agency's function to regulate the sale, service, storage, manufacture, distribution, and consumption of alcoholic products. Records document investigations and actions taken against licensees, permittees, and individuals that did not comply with state liquor laws and ensure that individuals found in violation are never issued another license (Utah Code 32B-1-203(2)(2011)). Records may include information on hearings, police reports, notices of action taken, letters of settlement, licensee responses, correspondence, and related records.

RETENTION:

Retain 75 years after final action.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after final action and then transfer to State Records Center. Retain in State Records Center for 72 years and then destroy.

Computer data files: Retain in Office until administrative need is met and then delete.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

Utah State Archives

AGENCY: Department of Alcoholic Beverage Control

SERIES: 9155

TITLE: Licensee violation files

(continued)

SECONDARY DESIGNATION(S):

Protected.	Utah Code 63G-2-305(10)(2015)
Private.	Utah Code 63G-2-302(2)(d)(2016)

Utah State Archives

Parent Agency: Administrative Services
Archives

Agency: Department of Administrative Services. Division of Archives and
Records Service
346 S Rio Grande
P.O. Box 141021
Salt Lake City, UT 84114-1021
801-531-3848

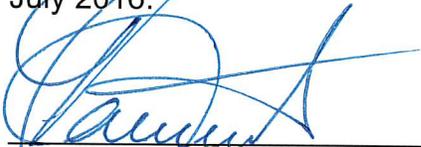
Records Officer Alan Barnett

07338 Reformatting records

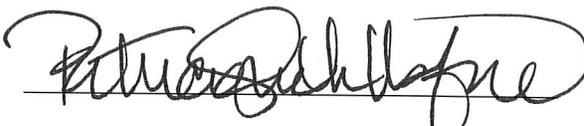
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Nova Dubovik
Executive Secretary
State Records Committee



Chair, State Records Committee
Date: 7/2/2016

Utah State Archives

AGENCY: Department of Administrative Services. Division of Archives and Records Service

SERIES: 7338

TITLE: Reformatting records

DATES: 1983-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

The agency provides information, advice, and reformatting services in order to ensure that records are preserved and accessible in the future. These records document reformatting processes and may include work orders, log sheets, completion notifications, camera operator certificates, and related correspondence.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public