

Retention and Classification Report

Agency: Department of Alcoholic Beverage Services. Licensing and Compliance Division

P.O. Box 30408
1625 South 900 West
Salt Lake City, UT 84130-0408
801-977-6800


Records Officer: Mark Meyer

30715 On-premise banquet event notices

Retention Schedule(s) for the record series listed above have been examined and approved for submission to the State Records Management Committee.

Tiffany Clason

Chief Administrative Officer (print)


Tiffany Clason (Mar 11, 2024 14:08 MDT)

Signature

Executive Director

Title

03/11/2024

Date

Utah State Archives

AGENCY: Department of Alcoholic Beverage Services. Licensing and Compliance Division

SERIES: 30715

TITLE: On-premise banquet event notices

DATES: 2023-

ARRANGEMENT: Chronological by date, thereunder alphabetically

DESCRIPTION:

These are notices received by the Department of Alcoholic Beverage Services (DABS) and provided upon request to law enforcement used to verify licensees are in compliance with Utah Code Title 32B, Alcoholic Beverage Control Act, and R82, Utah Administrative Rule. Information includes the advance notices of scheduled banquets on the premises of an on-premise banquet licensee or on-premise banquet sublicensee. These requirements are covered by Utah Code 32B-6-605 and Utah Administrative Rule R82-6-602. The notice may include the name of the host, event location, event dates, beginning and end times, number of attendees expected, designation as a private event or privately sponsored event, and control measures implemented for events over 500 people. The records in this record series may collect the following personal identifiable information: first and last name, work address, phone number, email address, and personal identifiable information about third parties. This information is collected in order to meet statutory requirements and is not used for any other purpose (Utah Administrative Rule R82-6-602(8)).

RETENTION:

Retain for 14 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 14 days after expiration of permit or license and then delete.

APPRAISAL:

These records have administrative value(s).

Utah State Archives

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(continued)

PRIMARY DESIGNATION:

Public

Utah Code 63G-2-3-301(3)(s) (2020)

SECONDARY DESIGNATION(S):

Protected.

UCA 63G-2-305