

Retention and Classification Report

Agency: Department of Alcoholic Beverage Services (4)

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

Records Officer: _____

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AGENCY: Department of Alcoholic Beverage Services

SERIES: 81134

3

TITLE: Administrative vendor correspondence files

DATES: 1976-

ARRANGEMENT: Alphabetical by vendor

DESCRIPTION:

These are letters to and from vendors regarding purchases of liquor. Includes vendors' address, vendors' name, date, Alcoholic Beverage Services staff name, subject, and subject matter. The records in this record series collect the following personal identifying information: First & last name as well as personal and/or business address, phone number, and email address. This information is collected during communications to be used for the purposes contained therein and is not used for any other purpose.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).
These records have administrative value only.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81134

TITLE: Administrative vendor correspondence files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81110

3

TITLE: Agencies consigned inventory files

DATES: 1979-

ARRANGEMENT: Numerical by agency number.

DESCRIPTION:

This is data of transfers of merchandise consigned to agencies. It is used to make judgments regarding the performance of payments to Alcoholic Beverage Services for consigned merchandise and to figure the consigned inventory balances. Includes warrant requests, authorizations, audit reports, audit extensions, transfers, transfer extensions, and overrides. The records in this record series do not, to the best of our knowledge, include personal identifying information.

RETENTION:

Retain for 1 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after file is closed out and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81110

TITLE: Agencies consigned inventory files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2018.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81076

3

TITLE: Annual budget reports

DATES: 1990-

ARRANGEMENT: Chronological.

DESCRIPTION:

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment. The records in this record series do not, to the best of our knowledge, include personal identifying information.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). These reports are prepared to document expenditures and budget for the department. They have historical value as they document agency functions and the use of public funds.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Alcoholic Beverage Services

SERIES: 16984

3

TITLE: Bar and restaurant purchase files

DATES: 1984-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 8.00 cubic feet.

DESCRIPTION:

These files document the liquor purchases of bars and restaurants from the state stores. Bars and restaurants place their orders with a store. The store prepares the order and the bar/restaurant makes its purchase. The store signs and receives the cashiers tape of the purchase plus an order form. In addition to the original copy, copies of the form are distributed to the buyer and the store. There is also a back-up log sheet. It includes lists of liquor purchases, dates the orders were received and prepared, the date and name of the person who picked up the order. The records in this record series collect the following personal identifying information: First & last name. This information is collected in order to make a record of the individual picking up the order and is not used for any other purpose.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until administrative use ends and then destroy.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 16984

TITLE: Bar and restaurant purchase files

(continued)

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(4)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2016.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81072

3

TITLE: Budget estimate and justification records

DATES: 1985-

ARRANGEMENT: Chronological.

DESCRIPTION:

Records document the agency budget and may include appropriation worksheets, narrative statements, workload increase requests, and budget requests. The records in this record series do not, to the best of our knowledge, include personal identifying information.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81112

3

TITLE: Cashier reports

DATES: 1981-

ARRANGEMENT: Chronological.

DESCRIPTION:

These reports consist of register receipts rung up in the till of each cashier working at Alcoholic Beverage Services stores. They document every transaction made by a cashier. This is a condensed form of journal tapes for manager. If there is a problem with a cashier, this report becomes evidence in possible mismanagement of state funds. The cashier reports then become a part of the investigative file. INCLUDES daily voids, starting totals, ending totals, gross sells for machine, net sells for machine, and over and short for cashier. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
These records are necessary for audits.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81112

TITLE: Cashier reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81099

3

TITLE: Code and price check reports for liquor outlets

DATES: 1979-

ARRANGEMENT: Chronological.

DESCRIPTION:

This report is used by the auditor to verify that merchandise is being coded and priced correctly in liquor packaging stores and agencies. It includes store number, date, auditor signature, manager's signature, auditor's remarks, errors found, dollar value of errors found, and a list of all code numbers checked. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This retention is based in part on the GAO's Comprehensive Schedule 091-16.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81099

TITLE: Code and price check reports for liquor outlets

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-302

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81135

3

TITLE: Company purchase order records

DATES: 1981-

ARRANGEMENT: Alphabetical by company

DESCRIPTION:

This is the agency copy of purchase orders sent to the vendor for liquor purchases. This is also used to check on the status of purchase orders by vendor. Accounting also keeps a copy. Includes company name, shipping information, description of product, quantity, and price. The records in this record series do not, to the best of our knowledge, include personal identifying information.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This retention is based on UCA 70A-2-725.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81135

TITLE: Company purchase order records

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2008)

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81136

3

TITLE: Completed special order forms

DATES: 1984-

ARRANGEMENT: Alphabetical by freight company

DESCRIPTION:

These are completed order forms for store customers requesting liquor items not stocked in the stores on a routine basis. Includes customer name, store number, location, product desired, and phone number. The records in this record series collect the following personal identifying information: First & last name combined with a phone number. This information is collected in order to order product not carried in a State Store, to contact the customer regarding the status of their special order, and is not used for any other purpose.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).
This record series has administrative use only.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 27713

3

TITLE: Compliance audit visit notes

DATES: 2005-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These notes are used by the administration to ensure that the licensee is in compliance with the laws and rules of the Alcoholic Beverage Services liquor control act, Title 32B (Previously 32A) of the Utah Code and rules of the commission, Title R81. Notes include the licensee's name and licensee number, date of audit, person(s) contacted, person(s) met with, compliance issues discussed, any discrepancies or problems, and any corrections needed. The records in this record series collect the following personal identifying information: First & last name combined with a phone number. This information is collected in order to document the individual with whom the audit was conducted and/or licensee owner and is not used for any other purpose. Other PII may be incidentally collected between licensee and DABS admin staff during any communications regarding the audit. This information is also not used for any other purpose.

RETENTION:

Retain for 3 year(s) after expiration of permit or license

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

AUTHORIZED: 01-17-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after expiration of permit or license and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Computer data files: Retain in Office for 3 years after expiration of permit or license and then delete.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 27713

TITLE: Compliance audit visit notes

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (9) (a) through (e).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 19565

3

TITLE: Credit card receipts

DATES: 1997-

ARRANGEMENT: Chronological by month.

ANNUAL ACCUMULATION: 60.00 cubic feet.

DESCRIPTION:

These are the entity's record copy of receipts given to customers who pay the agency for services rendered. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81113

3

TITLE: Daily consignment inventory balance report

DATES: 1987-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records supply division staff supporting data to compare with the reported consignment inventory levels so that they can reconcile discrepancies. Includes outlet number, consignment inventory costs in wholesale and retail figures, date, and current inventory balances. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This record series is used in audits.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2018.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81114

3

TITLE: Deposit batch control documents

DATES: 1985-

ARRANGEMENT: Chronological.

DESCRIPTION:

This is the source document for all data entries of bank deposits and payments from state stores and agencies. Includes deposit batch list, reconciliations, error corrections, daily deposit log, and bank deposit slips. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81115

3

TITLE: Deposit calendar log

DATES: 1981-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are working papers used to verify the receipt of payments or deposits at the bank. Includes deposit or payment amount and store agency number. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This record series is used in audits.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2018.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81108

3

TITLE: Digital video surveillance

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These records support the agency's function to regulate the sale of alcoholic products (Utah Code 32B-1-103 (2010)). This surveillance footage documents all activity that occurs in an agency-owned store. Incidents of greater concern to the agency are kept in series 81109. The records in this record series do not, to the best of our knowledge, include personal identifying information.

RETENTION:

Retain for 3 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2015

FORMAT MANAGEMENT:

Video recordings master: Retain in Office for 3 months and then destroy.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

This retention is based on Requirements 9.1.1c of the Payment Card Industry(PCI) Data Security Standard, v3.1 updated April 2015.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81108

TITLE: Digital video surveillance

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 63G-2-106(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81087

3

TITLE: Director's correspondence

DATES: 1982-

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

This is the director's internal and external communications with employees, other state agencies, citizens, and vendors regarding departmental policy, procedures, and management issues. Includes incoming and outgoing letters, form letters, and memos. The records in this record series may contain the following personal identifying information: First & last name, email address, phone number, business contact information, and possibly others. This information is not intentionally collected, is not used for any purpose other than what may be discussed therein, and is not shared outside of any originally stated purpose.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These records are historically valuable for documenting the creation of policies and activities of the agency.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81087

TITLE: Director's correspondence

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81100

3

TITLE: Equipment inventory audit reports

DATES: 1979-

ARRANGEMENT: Alphanumerical by store, thereunder chronological.

DESCRIPTION:

This report is used to verify that all store's equipment is on site, accounted for and in good working order. It includes date, store number, quantity of equipment, equipment description, serial numbers, auditors's comments, signature of the manager, and auditor's signature. The records in this record series collect the following personal identifying information: First & last name. This information is collected in order to notate the auditor creating the report as well as the manager present and is not used for any other purpose

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This retention is based in part on the GAO's Comprehensive Schedule 091-16.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81100

TITLE: Equipment inventory audit reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 84609

3

TITLE: Executive correspondence files

DATES: 1959-

ARRANGEMENT: Chronological

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files. The records in this record series may contain the following personal identifying information: First & last name, email address, phone number, business contact information, and possibly others. This information is not intentionally collected, is not used for any purpose other than what may be discussed therein, and is not shared outside of any originally stated purpose.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 84609

TITLE: Executive correspondence files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81137

3

TITLE: Freight company master files

DATES: 1983-

ARRANGEMENT: Alphabetical by freight company

DESCRIPTION:

These are freight charges for truck lines servicing Alcoholic Beverage Services. These records are used to figure the freight costs on the product price master file. Includes freight company name, company address and phone number, name of freight representative, and freight charges. The records in this record series collect the following personal identifying information: First & last name, business address, and business phone number. This information is collected in order to determine costs and is not used for any other purpose.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).
This record series has administrative use only.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81137

TITLE: Freight company master files

(continued)

PRIMARY DESIGNATION:

Public

Utah Code 63G-2-901 (3)(e)

AGENCY: Department of Alcoholic Beverage Services

SERIES: 1304

3

TITLE: Hearings

DATES: 1974-

ARRANGEMENT: Alphanumerical.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Records of hearings conducted as part of the regulatory process and hearings on proposed rules and changes; they may be maintained with related information including meeting notices, proofs of publications, meeting minutes, and the conclusions reached. UCA 52-4-200 (2009) requires that written minutes be kept of all open meetings. May include audio and video recordings. The records in this record series may collect the following personal identifying information: First & last name, voice recordings, video recordings, and possibly others. This information is not intentionally collected and is not used for any purpose other than what may be discussed therein.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative hearing records, GRS-1655.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 1304

TITLE: Hearings

(continued)

APPRAISAL:

These records have historical value(s).

This disposition is based on the evidentiary information contained in these files and the documentary value of Alcoholic Beverage Control's regulatory process.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2016.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81109

3

TITLE: Incidents of interest records

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These records support the agency's function to regulate the sale of alcoholic products (Utah Code 32B-1-103 (2010)). These video excerpts document specific incidents of interest that occur on agency store property. The records in this record series do not, to the best of our knowledge, include personal identifying information.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/1987

FORMAT MANAGEMENT:

Video recordings master: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

This retention is based on Utah Code 76-1-302(2011).

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81109

TITLE: Incidents of interest records

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 63G-2-106(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 2201

3

TITLE: Laws, rules and regulations

DATES: 1917-

ARRANGEMENT: Chronological.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006). The records in this record series do not, to the best of our knowledge, include personal identifying information.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). This series has historical and legal value as it documents the legal requirements needed for the agency.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 2201

TITLE: Laws, rules and regulations

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 9155

3

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. The records in this record series collect the following personal identifying information: First & last name, address, phone number, business address, business phone number, and possibly others. This information is collected in order to detail the nature of the violation, determine appropriate action, and is not used for any other purpose. This information is shared with DPS for enforcement purposes.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2016

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.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 9155

TITLE: Licensee violation files

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(10)(2015)

Private. Utah Code 63G-2-302(2)(d)(2016)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2016.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81121

3

TITLE: Liquor authorization control reports

DATES: 1981-

ARRANGEMENT: Numerical by outlet number, thereunder chronological

ANNUAL ACCUMULATION: 45.00 cubic feet.

DESCRIPTION:

This is a file of computer printouts of all merchandise that was purchased by authorized outlets from Alcoholic Beverage Service's central storehouse. Four copies of the record are created: 1) a control copy, 2) a delivery receipt signed in the store file, 3) the outlet copy, and 4) the carrier copy. Their records officer keeps control copy and delivery receipt until the store audit summary sheet is balanced. INCLUDES the name of the outlet requesting purchases, list of items to be purchased, date, address, and information regarding the filling of the order and date of transmittal. The records in this record series do not, to the best of our knowledge, include personal identifying information.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until administrative use ends and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

This record is used as an audit trail.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81121

TITLE: Liquor authorization control reports

(continued)

PRIMARY DESIGNATION:

Public

Utah Code 63G-2-302 (3)(e)

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81101

3

TITLE: Liquor inventory audit reports

DATES: 1979-

ARRANGEMENT: Alphanumerical by store and date.

DESCRIPTION:

This report is used to verify that the store's inventory is actually there. It is intended to deter a store employee from intentionally misrepresenting the amount of liquor on hand in order to secret some of it away. It includes date, store number, items checked, numbers of cases of each item checked, signature of store manager, and auditor's signature. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This retention is based in part on the GAO's Comprehensive Schedule 091-16.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81101

TITLE: Liquor inventory audit reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2018.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81138

3

TITLE: Liquor quotations file

DATES: 1980-

ARRANGEMENT: Alphabetical by vendor

DESCRIPTION:

These are letters of quotation received from vendors providing the agency with their source of pricing for liquor products. Includes product type and description, shipping point, Freight-on-Board (FOB) point, sales authority, and local representative's name. The records in this record series do not, to the best of our knowledge, include personal identifying information.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

These have administrative use for the agency.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81091

3

TITLE: Minutes

DATES: 1935-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are the typed transcripts of public meetings and executive sessions of the Commissioners of the Department. Tape recordings are also kept for reference. The tapes date back to 1978.

Includes date of the meeting, those in attendance, verbatim tape recordings of the meetings or hearings and transcribed minutes of the hearings or meetings. The records in this record series collect the following personal identifying information: First & last name. This information is collected in order to keep record of those in attendance and is not used for any other purpose. It is possible other PII may be inadvertently collected during the course of a meeting. This information is not used or retained for any purpose other than archival.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years or until microfilmed and then destroy provided microfilm has passed inspection.

Sound recordings: Retain in Office for 1 year and then erase provided minutes have been approved by the commission.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81091

TITLE: Minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).
The typed minutes are historically valuable because they document the activities of the agency. The tapes have administrative value only.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81146

3

TITLE: Monthly price publication history

DATES: 1935-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are the publications sent to each outlet and store and are a complete listing of all products. Included are liquor prices remaining the same, delisting, special price allowances (SPA), and price changes. An SPA allows the given price on an item to be lowered for usually one month before the price returns to normal. The stores then use this to reprice the stock. Information includes date of publication, product description, price change, and products delisted. May also include correspondence and memorandums addressing price corrections, price changes, and other issues. The records in this record series are not intended to collect personal identifying information, but may inadvertently do so during the course of correspondence. This may include: First & last name, email address, and phone number. This information is not shared or used beyond the correspondence containing it.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81146

TITLE: Monthly price publication history

(continued)

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1935 through 1995. Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).
The agency would like to maintain a copy of this information for permanent reference use.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81141

3

TITLE: Monthly sales report

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are computer reports of the total volume of sales for each product. They are used for reference. Includes code, number, product description, sales cost, retail value, and gross margins. Records include financial statements with profit and loss and comparative statements. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

These are used for audits, but they also have reference uses for the agency for the period indicated.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81102

3

TITLE: On-site safety inspection reports

DATES: 1981-

ARRANGEMENT: Alphanumerical by store and date.

DESCRIPTION:

This is a report completed by the auditor which identifies potential safety hazards hopefully before an accident or personnel injury occurs. Includes date, store number, address, individual conducting the inspection, description of any problems found, and person responsible for making the correction. Areas inspected are: general premises; flammable liquid storage area; electrical equipment; smoking policies and procedures, fire exits, fire extinguishers, automatic sprinklers, sprinkler control valves, other items noted, inspected by, phone number of inspector. The records in this record series collect the following personal identifying information: First & last name combined with a phone number and business address. This information is collected in order to notate the inspector, the area inspected, those responsible and is not used for any other purpose.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81102

TITLE: On-site safety inspection reports

(continued)

APPRAISAL:

These records have administrative value(s).

This retention is based in part on the GAO's Comprehensive Schedule 014-62.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2018.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81103

3

TITLE: Order of transfer file

DATES: 1977-

ARRANGEMENT: Chronological.

DESCRIPTION:

This file is used to verify that confiscated evidence has been transferred back to Alcoholic Beverage Services for disposal or resale. It includes transfer order, certification that the merchandise was transferred, contents of inventory, date, and signatures of individuals involved with transfer. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based in part on the GAO's Comprehensive Schedule 011-22.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81103

TITLE: Order of transfer file

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81104

3

TITLE: Orders of destruction file

DATES: 1978-

ARRANGEMENT: Chronological.

DESCRIPTION:

This file is used to verify that the order for destruction of damaged, non-saleable, confiscated, or sampled merchandise was properly disposed of. Includes date of destruction, transfer numbers involved, signatures certifying destruction, inventory of items being destroyed, and description of Utah Code. The records in this record series do not, to the best of our knowledge, include personal identifying information.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based in part on the GAO's Comprehensive Schedule 011-22.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81104

TITLE: Orders of destruction file

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81117

3

TITLE: Outgoing administrative correspondence

DATES: 1981-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are individual and form letters sent to each outlet under the division's supervision. Includes form letters and specific letters to individuals at a particular outlet. The records in this record series may contain the following personal identifying information: First & last name, email address, phone number, business contact information, and possibly others. This information is not intentionally collected, is not used for any purpose other than what may be discussed therein, and is not shared outside of any originally stated purpose.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This record series has administrative value only.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81117

TITLE: Outgoing administrative correspondence

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81118

3

TITLE: Package liquor agency management case files

DATES: 1960-

ARRANGEMENT: Numerical by agency number.

DESCRIPTION:

Some liquor outlets in Utah are not state-owned. Rather, they are under contract with the State to act as a retail outlet. When the State is considering a potential outlet, it must gather information about them for investigation and approval. Secondly, agreements must be reached on operations, consignments, and other relevant business. These files must be maintained by the Division of Operations for reference and proof when questions arise over the original agreement or background of the outlet contractor. Includes contracts, letters of consent, letters of recommendation, complaints, building plans, correspondence, police reports, shoplifter reports, shoplifter statements, agency change forms, and action forms. The records in this record series collect the following personal identifying information: First & last name, phone number, email address, mailing address, and possibly others. This information is collected in order to maintain the case files and is not used for any other purpose.

RETENTION:

Retain for 6 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after file is closed out and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81118

TITLE: Package liquor agency management case files

(continued)

APPRAISAL:

These records have administrative, and/or legal value(s).

This retention is based in part on the statute of limitations governing contracts found in UCA 78-12-23.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81119

3

TITLE: Package liquor authorization recapitulation reports

DATES: 1981-

ARRANGEMENT: Chronological

DESCRIPTION:

These records are summaries of liquor transfer authorizations for all outlets. Includes date, store number, number of cases, dollar value for each authorization, date shipped, date received, and date recorded. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This report has administrative value only.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 85001

1

TITLE: Package liquor outlet monthly operational files

DATES: 1981-

ARRANGEMENT: Numerical by store number

ANNUAL ACCUMULATION: 64.00 cubic feet.

DESCRIPTION:

These are monthly historical files of all fiscal transactions and operations which have occurred at each agency outlet under the supervision of the Division of Operations. Includes sales reports, inventory and audit count sheets, audit extension forms, and receipts; error correction forms, authorization delivery receipts, stock transfers in & out, transfer extended value forms, outlet trial balance, and outlet operations report. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

These records have fiscal value as they document monthly fiscal transactions.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 85001

TITLE: Package liquor outlet monthly operational files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Alcoholic Beverage Services

SERIES: 23111

1

TITLE: Payment voucher documents

DATES: ca. 1980-

ARRANGEMENT: Alphabetical.

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These records document payments made by Alcoholic Beverage Service to various vendors. The payments are made through the FI-NET system. Information includes payment amount, payment date, items or services purchased, and vendor name. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81092

3

TITLE: Policies and procedures

DATES: 1978-

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

This is a record of the policies and procedures that govern the operation and the administration of various programs in the Department. Includes internal working policies including personnel policies, store and agency policy/procedures, and all divisional policies and procedures. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are historically valuable since they document the policies and procedures activities which the agency enforced.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81092

TITLE: Policies and procedures

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81142

3

TITLE: Product listing and delisting reports

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are internally generated reports of the sales history of Alcoholic Beverage Service products by category. These reports are used as comparison data on how each product is doing competitively with other products in its category. Includes company name, product name, product code, product category, and dollar history of sales. The records in this record series do not, to the best of our knowledge, include personal identifying information.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This record series has administrative reference value only.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 12339

3

TITLE: Publications

DATES: 1945-

ARRANGEMENT: Chronological.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006) The records in this record series do not, to the best of our knowledge, include personal identifying information.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). This series has historical value as it documents the history and products of the agency. It also contains the history of some of its legal and fiscal requirements.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 12339

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81106

1

TITLE: Sales clerk's cash over and cash short report

DATES: 1979-

ARRANGEMENT: Alphanumerical by store and date.

DESCRIPTION:

This is an audit report created by the auditor for each cashier during the audit. It is used to determine if there are any problems with a cashier's efficiency and accuracy. Includes dates, store number, cashier's name, amount of cash in register, bill denominations, cash register sales, amount of petty cash, the amount of cash over or the amount of cash short in the register, auditor's remarks, auditor's signature, and manager's signature. The records in this record series collect the following personal identifying information: First & last name. This information is collected in order to document the cashier, manager, and auditor and is not used for any other purpose.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

This retention is based in part on the GAO's Comprehensive Schedule 091-16.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81106

TITLE: Sales clerk's cash over and cash short report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81122

3

TITLE: State store management case files (contract files)

DATES: 1935-

ARRANGEMENT: Numerical by store number

DESCRIPTION:

These are management files for all state-owned liquor outlets. They are used for reference on all management concerns of the building and other activities not concerned with the sale of liquor. Includes building lease contracts, letters of consent, letters of service proposals, complaints, building plans, correspondence, police reports, shoplifter reports, and shoplifter statements. The records in this record series collect the following personal identifying information: First & last name, phone number, address, and possibly others. This information is collected in order to maintain the case file and is not used for any other purpose.

RETENTION:

Retain for 6 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after file is closed and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). This retention is based in part on the statute of limitations governing contracts found in UCA 78-12-23.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81122

TITLE: State store management case files (contract files)

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81147

3

TITLE: Stock location reports

DATES: 1984-

ARRANGEMENT: Numerical by store number

DESCRIPTION:

This is a computer report used to determine how much stock each store has on hand. It is used to expedite the transfer of stock from one location to another. Includes store number, location, code number, and inventory on hand. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This record series has administrative use only.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81107

3

TITLE: Store and agency operational audit reports

DATES: 1976-

ARRANGEMENT: Alphanumerical by store and date.

DESCRIPTION:

These are summaries of store operations written by the auditors which contain a review of problems and recommended solutions. They include name of person writing report, date of report, narrative of problems, and recommended solutions. The records in this record series do not, to the best of our knowledge, include personal identifying information.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This retention is based in part on the GAO's Comprehensive Schedule 041-18.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2018.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81120

1

TITLE: Stores liquor outlet monthly operational files

DATES: 1981-

ARRANGEMENT: Numerical by store number

DESCRIPTION:

These are monthly historical files of all fiscal transactions and operations which have occurred at each store or agency outlet under the supervision of the Division of Operations. Includes sales reports, inventory and audit count sheets; authorization delivery receipts, stock transfers in & out, transfer extended value forms, outlet trial balance, outlet operations report, deposit slips, and man hour reports. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

RETENTION:

Retain for 1 year(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 1 year and then delete.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

These records are used as an audit trail.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81123

3

TITLE: Summary reports of operational history

DATES: 1984-

ARRANGEMENT: Alphanumerical by store and date

DESCRIPTION:

These reports show monthly compilations of business activities for each store. Includes date, sales total, volume sold, cash over/short summary, number of employee hours worked. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This record series has administrative value only.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 25901

3

TITLE: Training aids

DATES: 1986-

ARRANGEMENT: Alphabetical by manual title, thereafter chronological by manual date.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This series consists of training materials used to train Department of Alcoholic Beverage Service employees working in the office, the state liquor stores, and the warehouse. These materials cover topics such as rewarding employees, harassment prevention, and age discrimination. The records in this record series do not, to the best of our knowledge, include personal identifying information.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Mandated or significant training materials, GRS-1951.

AUTHORIZED: 03-26-2021

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Video recordings master: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 25901

TITLE: Training aids

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have administrative and historical value as they document the training process and training information used by the department.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81149

3

TITLE: Vendor product listing and delisting packets

DATES: 1982-

ARRANGEMENT: Alphabetical by vendor

DESCRIPTION:

Twice a year, promotional information is sent to the agency from vendors concerning their products. This information is used in part by Alcoholic Beverage Service to decide whether to buy the vendor's product anew or discontinue the sale of the product. Includes quote sheets, fact sheets, pictures of the product, statistics on the marketability of the product, validating data from the state's own sales history of the product, and vendor requests for listings. The records in this record series do not, to the best of our knowledge, include personal identifying information.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This record series has administrative value only.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81150

3

TITLE: Warehouse activity report

DATES: 1982-

ARRANGEMENT: Numerical by store number

DESCRIPTION:

This is a computer report used to monitor the distribution of stock from the warehouse. It helps to determine the status of a purchase order when the sales history is missing for a product. Includes beginning and ending inventories, receipt and shipment of goods dates, status of items on order, and cost of products. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This record series has administrative value only.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81124

3

TITLE: Warehouse inventory management files

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

These are forms used by the stores and the warehouse to authorize the shipment of merchandise from the warehouse and manage the warehouse inventory. It is also the source document for entries to the computer. The computer then generates authorizations for transfer of merchandise. Includes inventory transactions, inventory count sheets, extension authorizations, and authorization logs. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
These files are used in audits.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81097

3

TITLE: Wine sample receiving log

DATES: 1980-

ARRANGEMENT: Chronological.

DESCRIPTION:

Before a new wine is carried by the state stores, it is sampled by a board of experts to determine if it is suitable. This log records the receipt of each sample sent to the state for this purpose. It is logged in and given a control number. Includes vendor name, date received, commodity code, size, quantity, brand name, tasting number, and a verification signature. The records in this record series do not, to the best of our knowledge, include personal identifying information.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 22526

3

TITLE: Winery sales reports

DATES: 1985-

ARRANGEMENT: Chronological by month.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records contain information collected from wineries located in Utah that hold small winery licenses and sell their own products. The information is collected monthly. The Department of Alcoholic Beverage Services uses these records to determine the amount of taxes to be levied against the wineries. Information includes name of the winery and a breakdown of the products sold, the amount of each product sold, total sales, costs, amount of remittance, and taxes. Information also includes invoices. The records in this record series do not, to the best of our knowledge, include personal identifying information.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This disposition is based on the required audits of these records.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 22526

TITLE: Winery sales reports

(continued)

PRIMARY DESIGNATION:

Exempt UCA 59-1-403

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(4)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2016.