

Retention and Classification Report

Agency: Department of Alcoholic Beverage Control (4)

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

Records Officer: _____

81088	*Administrative rule making files
81134	Administrative vendor correspondence files
81110	Agencies consigned inventory files
81071	*Agency/outlet contract files
81076	Annual budget reports
02197	*Annual reports
14109	*Annual reports and publications
81077	*Bank statements
16984	Bar and restaurant purchase files
81072	Budget estimate and justification records
81098	*Cash on delivery consignment review records
81112	Cashier reports
09153	*Club, restaurant, beer, and licensee permit audit files
81099	Code and price check reports for liquor outlets
81135	Company purchase order records
81136	Completed special order forms
02200	*Correspondence
81089	*Credit card lists for American Express and long distance cal
19565	Credit card receipts
81113	Daily consignment inventory balance report
81108	Digital video surveillance
81087	Director's correspondence
81130	*Employee time cards
81100	Equipment inventory audit reports
84609	Executive correspondence files
12338	*Financial statements
81137	Freight company master files
01304	Hearings
31087	Help desk tickets
81109	Incidents of interest records

81075	*Internal administrative correspondence
81073	*Journal entries
02201	Laws, rules and regulations
81131	*Leave application files
81121	Liquor authorization control reports
81101	Liquor inventory audit reports
81096	*Liquor licensee violations log
81074	*Liquor purchase warrant requests
81138	Liquor quotations file
81090	*Litigation management files
81091	Minutes
81116	*Monthly fiscal event calendars
81146	Monthly price publication history
81139	*Monthly purchase order computation reports
81141	Monthly sales report
81102	On-site safety inspection reports
81103	Order of transfer file
81104	Orders of destruction file
81117	Outgoing administrative correspondence
81118	Package liquor agency management case files
81119	Package liquor authorization recapitulation reports
85001	Package liquor outlet monthly operational files
23111	Payment voucher documents
81105	*Payroll audit reports
11941	*Payroll reports and worksheets
81126	*Personnel files
81092	Policies and procedures
81142	Product listing and delisting reports
81143	*Product price master list
81144	*Product purchase order files
12339	Publications
81145	*Purchase order work sheets
81106	Sales clerk's cash over and cash short report
13257	Sales summary journal
81095	*State Auditor Reports of the Alcoholic Beverage Control Depa
81122	State store management case files (contract files)
81147	Stock location reports
81107	Store and agency operational audit reports
81120	Stores liquor outlet monthly operational files
81123	Summary reports of operational history
25901	Training aids
81148	*Vendor mailing lists
81149	Vendor product listing and delisting packets
13245	Warehouse activity report
81150	Warehouse activity report
81151	*Warehouse daily inventory balance reports
81124	Warehouse inventory management files
81097	Wine sample receiving log
22526	Winery sales reports

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81088

3

TITLE: Administrative rule making files

DATES: 1976-2018.

ARRANGEMENT: Chronological.

DESCRIPTION:

This file is used in the preparation of proposed new rules submitted to the Office of Administrative Rules. All of this information is also maintained by the Office of Administrative Rules. Includes summary of proposed changes, a brief description of the rule, dates of the public hearings, and the final rule as adopted.

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 value(s).

This record series has no other value than administrative since the information is duplicated in the Office of Administrative Rules.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81088

TITLE: Administrative rule making 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: 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: 81071

3

TITLE: Agency/outlet contract files

DATES: 1983-2018.

ARRANGEMENT: Numerical by agency number.

DESCRIPTION:

These are copies of the contracts maintained by the Operations Division for agency/stores. These files are maintained by the Accounting Division for reference concerning the details of a contract. Includes contracts, letters of consent, letters of recommendation, agency change forms, and action forms.

RETENTION:

Retain for 3 year(s) after expiration of contractual agreement

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 contact is closed 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).

This file is duplicated in the Operations Division and only has administrative value in this division.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81071

TITLE: Agency/outlet contract 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: 2197

3

TITLE: Annual reports

DATES: 1939-2015.

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)

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, and/or historical value(s).
These records have historical value as they document the history and activities of the agency.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 14109

3

TITLE: Annual reports and publications

DATES: 1936-2015.

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)

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 until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: 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 historical value(s).

Disposition based on value of records in documenting the history of Alcohol Beverage Control in Utah.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 14109

TITLE: Annual reports and publications

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81077

3

TITLE: Bank statements

DATES: 1990-2015.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These records contain bank statements which document the bank transactions of Alcoholic Beverage Control. Information includes dates of deposits, dates of withdrawals, and other pertinent information.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year 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 fiscal value(s).
These records have fiscal value as they document bank transactions.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. 63G-2-305(3)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

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: 81098

3

TITLE: Cash on delivery consignment review records

DATES: 1983-1987.

ARRANGEMENT: Chronological.

DESCRIPTION:

This file is a record of the reviews conducted on consignment inventories to ensure that inventory is accurate. The information in this file includes agency number, location, date inventory was taken, consignment value, date and value of last liquor shipment, date and value of last wine shipment, total inventory value and date taken, next shipment date and value, next wine purchase date and value, average value of shipments, average value of wine in agency, total excess stock on hand if any, recommendations and comments, review signatures. (This is now an obsolete record.)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2016.

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: 9153

3

TITLE: Club, restaurant, beer, and licensee permit audit files

DATES: 1970-2015.

ARRANGEMENT: Alphabetical by auditor.

DESCRIPTION:

This is a general audit file used to verify that clubs and restaurants are in compliance with the Department of Alcoholic Beverage Control rules and the State of Utah Liquor Laws. Compliance with these laws and rules allows licensees/permittees to maintain a liquor license. This includes application, local consent form of either city or town council, or county commission, cash or corporate surety compliance bond, copy of applicant's local business, certificate of general and liquor liability insurance, scale floor plan of premises, application fee's, annual license fee's, evidence of proximity (200/600') to schools, churches, libraries, playgrounds and/or parks, copies of certificate issued by Department of Business Regulations, copy of bylaws, copy of house rules with alcohol service charges, lease/management information sheet, copy of lease of premises and equipment, balance sheet, profit and loss statement, tax returns, corporate minutes, general correspondence, auditing and licensing forms, server training forms,, dispensing system approval, copy menu, and questionnaire.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1989

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
This record series is governed by UCA Title 32A.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 9153

TITLE: Club, restaurant, beer, and licensee permit audit files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(h), (1)(j)(i), (2)(d) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

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: 2200

3

TITLE: Correspondence

DATES: 1936-1950; 1970-1973.

ARRANGEMENT: None

DESCRIPTION:

Liquor Advisory Council.

1969-1970 Correspondence and newspaper articles about council.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 historical value(s).

Disposition based on value of these records in documenting the history of the agency including achievements, actions and activities.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81089

3

TITLE: Credit card lists for American Express and long distance calling

DATES: 1983-2017.

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

This list is used to verify which personnel have assigned telephone and American Express credit cards which are used for state business. Includes name of employee, address, credit card numbers, date issued, and expiration dates.

RETENTION:

Retain until superseded

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 updated or superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

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: 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: 81130

3

TITLE: Employee time cards

DATES: 1956-1989.

ARRANGEMENT: Alphabetical

DESCRIPTION:

This series contains information on the regular and overtime hours paid. It also includes all other earnings and labor distribution.

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, fiscal, and/or legal value(s).

These records have administrative, fiscal, and legal value as they document hours worked and money paid. Accounting of employee work time is regulated by the Fair Standards Act.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

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: 12338

3

TITLE: Financial statements

DATES: 1964-2016.

ARRANGEMENT: none.

DESCRIPTION:

Statements dated November 30, 1964, include: profit and loss statement; comparative statement of assets and liabilities; composite statement/stores; composite statement/package agencies; and salaries % of liquor sales by store.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2016.

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: 31087

3

TITLE: Help desk tickets

DATES: 2023-

ARRANGEMENT: By type, thereunder chronological

DESCRIPTION:

These records document interactions between the agency help desk team and members of the public or licensees. Records include the full name, phone number, email address, and licensee number (if applicable) of the person requesting information or assistance. Phone calls made to the help desk generate a record and are also recorded. These records may contain information pertaining to security, finances, or other sensitive topics.

RETENTION:

Retain for 18 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2025

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 18 months and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(4) (2020)

AGENCY: Department of Alcoholic Beverage Services

SERIES: 31087

TITLE: Help desk tickets

(continued)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(2)(b) (2024)

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: 81075

1

TITLE: Internal administrative correspondence

DATES: 1965-2015.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

Business-related messages that document work accomplished, transactions made, or actions taken. These records do not offer unique information about agency functions, programs, or policies, though they may cite them. These records may originate on paper, electronic mail, or other media.

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 or until administrative need ends, whichever is shorter and then destroy.

APPRAISAL:

These records have administrative value(s).
Utah General Schedule 1988, 1 Item 6.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81073

3

TITLE: Journal entries

DATES: 1973-2015.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are data entry documents or journals used to record and adjust financial information. They reflect the status of obligations, appropriations, and transfers of funds for each low organization fund within ABC. Includes forms with the organizational number; task, option, and activity numbers; account number, debit amount, credit amount, explanation, authorizing signature, and the preparer's name.

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 Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

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

These records are needed for audits, but are also needed for administrative reference.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

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: 81131

3

TITLE: Leave application files

DATES: 1981-1989.

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are applications for leave and supporting papers relating to request for and approval of taking leave. The information in this file includes employee name, department, division, type of leave, date of leave, hours requested, remarks, signature of employee, approving signatures, and other office information when required.

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).
Utah General Schedule 3 Item 2b.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

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: 81096

1

TITLE: Liquor licensee violations log

DATES: 1983-2015.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

Computer data files backup: For records beginning in 2004 and continuing to the present. Retain in Office until administrative need ends and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(9)(a),(b) (2008).

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81074

3

TITLE: Liquor purchase warrant requests

DATES: 1983-2018.

ARRANGEMENT: Chronological.

DESCRIPTION:

This is the input document for creating a warrant. Its purpose is to request the Division of Finance to pay vendors for liquor purchased by ABC. These warrant requests are unique because they do not contain fiscal detail found in the warrant requests sent to the Finance Division. Includes vendor's/payee's name and address, invoices, invoice numbers and amounts, and a brief description of what was bought.

RETENTION:

Retain for 4 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 3 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81074

TITLE: Liquor purchase warrant requests

(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: 81090

3

TITLE: Litigation management files

DATES: 1979-2018.

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

These files are used for reference regarding legal opinions received from the Attorney General's office. Includes legal opinions, correspondence regarding litigation in process, and notices of legal action taken against the agency.

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 transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or legal value(s).
This information has secondary value since in many instances it documents policy issues and procedures of the department which may be contested.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2018.

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: 81116

3

TITLE: Monthly fiscal event calendars

DATES: 1986-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

This is an event calendar distributed to the store and agency managers to notify them of the dates that reports are due at the divisional office. Includes dates for end of the fiscal month, cutoff dates, and closing dates/holidays.

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 month and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

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: 81139

3

TITLE: Monthly purchase order computation reports

DATES: 1981-2015.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are computer printouts which are used as the main reference tool for purchase order activity analysis. Includes code number, stock on hand amounts, purchase history for last 12 months, dollar values, and dollar averages.

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 months and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

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: 81105

3

TITLE: Payroll audit reports

DATES: 1978-2018.

ARRANGEMENT: Alphanumerical by store and date.

DESCRIPTION:

This report is used to verify that all people receiving a pay check during a pay period were indeed bona fide employees. It includes employee name, date of pay period, verification of pay, employee signature, and auditor's signature.

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.

Microfilm master: 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.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2018.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 11941

3

TITLE: Payroll reports and worksheets

DATES: 1987-1989.

ARRANGEMENT: Chronological, thereunder numerical by store number, thereunder alphabetical by name.

DESCRIPTION:

These records document payroll data for the department of Alcoholic Beverage Control. The information indicates hours worked, rate of pay, and leave hours used. These reports are used for all employees of the department, including liquor store employees. Information includes leave time, hours worked, rate of pay, employee name, and employee social security number.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1994

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. 63G-2-302(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2015.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81126

3

TITLE: Personnel files

DATES: 1958-1989.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

Complete work history of an individual (excluding medical/psychological information) while employed by the state. Refer to UCA 67-18-1(2005), et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. The employee's personnel file shall be considered a supplement to the DHRM computerized file and shall be subject to the rules governing personnel files. When an employee transfers to another state agency, the employee's personnel file must be sent to the new agency. The file typically includes applications for employment; career mobility documents; Memorandums of Understanding (MOU's); Employment Eligibility Certification records; Form 1-9 and other documents required by the U.S. Citizenship and Immigration Services; employee signed overtime agreements; personnel actions; corrective action plans; notices of disciplinary action; new employee orientation form checklists; performance plans and evaluations; letters of appreciation/commendation; separation and leave without pay records; employee benefits notification forms for PEHP and URS; references, copies of transcripts, training certifications or preparations; copies of items recorded in the DHRM computerized file; leave and time records; copies of any documents affecting the employee's conduct, status, or salary; and other related records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after separation and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81126

TITLE: Personnel files

(continued)

APPRAISAL:

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

These records are used administratively to maintain a record of an employee's work history and have legal value as documentation to verify employment and/or eligibility for benefits for the employee or for any heirs as a result of such employment.

PRIMARY DESIGNATION:

Private UCA 63-2-302(1)(f) (2009)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

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: 81143

3

TITLE: Product price master list

DATES: 1981-2015.

ARRANGEMENT: Chronological.

DESCRIPTION:

This is a list produced by the computer which contains the prices for all products purchased by the agency. It is a backup list. Includes product code numbers, vendor numbers, product description, freight costs, and quotation prices.

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:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81144

3

TITLE: Product purchase order files

DATES: 1980-2015.

ARRANGEMENT: Numerical by purchase order number

DESCRIPTION:

These are the agency's copies of purchase orders sent to vendors for liquor purchases. They are used for reference by the staff when tracking the status of a purchase order. They are sorted by number and used as a cross-reference tool. Includes company name and address, shipping data, product purchased, product description, price, and quantity.

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 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).
As opposed to the company purchase order sort of purchase orders, this record series has administrative uses only.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

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: 81145

3

TITLE: Purchase order work sheets

DATES: 1984-2015.

ARRANGEMENT: Alphabetical by vendor

DESCRIPTION:

These are worksheets used to prepare a purchase order. Includes company name, code number, product descriptions, inventory data, product usage forecast data, freight costs, and freight company's name.

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:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

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: 13257

3

TITLE: Sales summary journal

DATES: 1970-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These reports document the total amounts of alcohol sold by each liquor store in the state of Utah. The report also contains information on profits collected and the distribution of taxes from the sale of alcoholic beverages. The school lunch program is one such program which benefits through the taxation of alcohol sales. The information is broken down by store and includes cost of goods sold, ending inventory, retail sales amounts, taxable sales, school lunch tax amounts, and total sales tax collected. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This disposition is based on the administrative and fiscal needs to maintain information on the purchase, sale, and taxation of alcoholic beverages.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 13257

TITLE: Sales summary journal

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Alcoholic Beverage Services

SERIES: 81095

3

TITLE: State Auditor Reports of the Alcoholic Beverage Control Department

DATES: 1977-2018.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are copies of the annual audits conducted by the State Auditor's Office. Includes performance data, financial compilations, and written narratives.

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).

These records are maintained by the State Auditor's Office.

Therefore, these copies only have administrative value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2018.

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: 81148

3

TITLE: Vendor mailing lists

DATES: 1985-2015.

ARRANGEMENT: Alphanumerical by vendor name and distiller number

DESCRIPTION:

These are mailing lists of all current authorized vendors. This list is used for mailing purchase orders, payments, and other information concerning the vendor. Includes company representatives' names and addresses, phone numbers of representatives, regional managers' home addresses and phone numbers, company owners' names, and company's mailing/billing address.

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:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

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: 13245

3

TITLE: Warehouse activity report

DATES: 1970-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These activity reports are used by the Department of Alcoholic Beverage Services to control the storage of alcoholic beverages purchased and stored by the department. The information is maintained by the agency for inventory purposes and shows activity on all stock codes in the warehouse. Information includes stock number, bottle size, brand name, number of cases of each brand, and total cost per brand. 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:

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

APPROVED: 09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

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

This disposition is based on fiscal requirements for maintaining an inventory and activity report of alcoholic beverages purchased and sold by the state.

AGENCY: Department of Alcoholic Beverage Services

SERIES: 13245

TITLE: Warehouse activity report

(continued)

PRIMARY DESIGNATION:

Public

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: 81151

3

TITLE: Warehouse daily inventory balance reports

DATES: 1982-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a computer report used to track the daily volume of stock in the warehouse. Includes code numbers, product name, and case amounts of inventory volume.

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:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

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.