

## Retention and Classification Report

**Agency:** Department of Commerce (106)

160 East 300 South  
Salt Lake City, UT 84111-0000  
801-530-6701

**Records Officer:** \_\_\_\_\_

25594	Adjudication case files
25617	Administrative rule making records
26960	Agency contracts
25593	Agency review and appeal records
27176	Americans With Disabilities Act requests for accommodations
21949	Annual reports
24268	Cash receipts
29929	Executive correspondence
13729	Expenditures
25516	Financial Information Network (FI-NET) non-payment records
25622	Intern and volunteer records
83837	Licensing guides
25615	Litigation case files
25523	Motor vehicle and power sport franchise dealer registration
00651	Payroll records
26451	Policy and program correspondence
06881	Professional board records
00617	Professional licensing application files
20943	Publications
27175	Records amendment request files
27174	Records requests
82840	Travel expenditure files

**AGENCY:** Department of Commerce

**SERIES:** 25594

3

**TITLE:** Adjudication case files

**DATES:** 1996-

**ARRANGEMENT:** Chronological by fiscal year, thereunder alphabetical by case name.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These case files relate to those matters which the Department of Commerce is charged to adjudicate, such as franchise disputes arising between manufacturers and dealers of new motor vehicles and powersport vehicles. They may contain pleadings, exhibits, correspondence, legal research, transcripts, recommendations by professional boards, interim orders, and final orders. Records may include judicial review files.

**RETENTION:**

Retain for 10 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/2004

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

Audio cassettes: Retain in Office for 2 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Commerce

**SERIES:** 25594

**TITLE:** Adjudication case files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(2) and (9).

**AGENCY:** Department of Commerce

**SERIES:** 25617

3

**TITLE:** Administrative rule making records

**DATES:** 1941-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records include the various forms required to adopt new rules or to amend and continue existing rules. They may contain information such as the agency name and address, agency contacts, a summary of the rule or rule change and reasons for it, the anticipated cost impact, the type of notice, a justification for a 120 day rule, any applicable state or federal mandates, the means of public comment, comment period feedback, the signature of agency head or designee, and the effective date of each rule or rule change. Audio recordings or transcripts of rule hearings may also be included.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Administrative rule records, GRS-1692.

**AUTHORIZED:** 07-07-2021

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

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

These records contain information the agency relies upon to make a rule pursuant to UCA 63-45a-1. Information may include copies of a proposed rule, change in the proposed rule, rule analysis, public comment, and the agency's report of its decision making process. Agencies are required to file the administrative record

**AGENCY:** Department of Commerce

**SERIES:** 25617

**TITLE:** Administrative rule making records

(continued)

along with their responsive pleadings with the court when a rule is challenged.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 26960

3

**TITLE:** Agency contracts

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by division

**DESCRIPTION:**

These records document contractual agreements between divisions of the Department of Commerce and third party individuals or entities or with other governmental agencies for goods or services. They contain the original contracts, the scope of work, amendments to the contracts, requisitions, purchase orders, correspondence, and related records.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

**AUTHORIZED:** 07-30-2019

**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 legal value(s).  
UCA 63G-6-421 (Records of contracts made.)

**AGENCY:** Department of Commerce

**SERIES:** 26960

**TITLE:** Agency contracts

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 25593

3

**TITLE:** Agency review and appeal records

**DATES:** 1941-

**ARRANGEMENT:** Chronological by fiscal year, thereunder alphabetical by case name.

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records contain information concerning department reviews and appeals of decisions made by the department's various divisions. These files include review and appeal information for divisions such as Consumer Protection, Corporations, Occupational and Professional Licensing, Real Estate, and Securities. Cases may involve licensing and registration denials, disciplinary actions, or citations for engaging in unlawful conduct regulated by the Department of Commerce. Included are interim orders and final decisions of the Executive Director, pleadings, correspondence, legal research, exhibits and transcripts of division hearings. Records may also include judicial review files.

**RETENTION:**

Retain for 10 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/2004

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

Audio cassettes: Retain in Office for 2 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.



**AGENCY:** Department of Commerce

**SERIES:** 25593

**TITLE:** Agency review and appeal records

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private.	UCA 63G-2-302(1)(b), 302(2)(b) and (d).
Protected.	UCA 63G-2-305(9) and (10).

**AGENCY:** Department of Commerce

**SERIES:** 27176

3

**TITLE:** Americans With Disabilities Act requests for accommodations and complaints

**DATES:** 1992-

**ARRANGEMENT:** Alphabetical by name of requester

**DESCRIPTION:**

These records contain requests received from the public for disability accommodations for state sponsored events. Information includes the request for accommodations and the agency's response including the accommodations made and other related documentation. Also included are ADA complaints and related correspondence, reports, investigation records and decisions.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Americans with disabilities act (ada) accommodation requests, GRS-1434.

**AUTHORIZED:** 07-06-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

These records document the agency's efforts to comply with the Americans With Disabilities Act.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(1)(b)

**AGENCY:** Department of Commerce

**SERIES:** 21949

3

**TITLE:** Annual reports

**DATES:** 1941-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports about activities of the previous year. The information pertains to corporations; securities; public utilities; consumer services and protection; commercial code; occupational and professional licensing; property rights ombudsman; and real estate. 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(7)(2017) and 9-7-208(4)(2006).

**RETENTION:**

Permanent. Retain for 1 year(s)

**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 until end of fiscal year and then transfer to State Archives.

Paper copy: Retain in Office until administrative need ends.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
The annual report has historical value as it summarizes the activities of the agency during the year.

**AGENCY:** Department of Commerce

**SERIES:** 21949

**TITLE:** Annual reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2015.

**AGENCY:** Department of Commerce

**SERIES:** 24268

3

**TITLE:** Cash receipts

**DATES:** 1999-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Agency copy of receipts given to customers who pay cash to the agency for services rendered.

**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 7 years and then destroy.

**APPRAISAL:**

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

These records have administrative and fiscal value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 29929

3

**TITLE:** Executive correspondence

**DATES:** 1941-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records document the incoming and outgoing correspondence created and received by the director of the Department of Commerce. It documents the principle administrative actions taken by the agency. This correspondence can include letters and memoranda with the Governor, creation of policy and procedure, and correspondence with interstate agencies and the public.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until separated and then transfer to State Archives with authority to weed.

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

**APPRAISAL:**

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

These records have historical value because they provide evidence of significant policy formulation and business processes of the government as well as provide evidence of our government's conduct of political and/or interstate relations.

**AGENCY:** Department of Commerce

**SERIES:** 29929

**TITLE:** Executive correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah code 63G-2-303(2019)

Protected. Utah code 63G-2-305(2019)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2020.

**AGENCY:** Department of Commerce

**SERIES:** 13729

3

**TITLE:** Expenditures

**DATES:** 1977-

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

**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 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Microfilm master: Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2019.



**AGENCY:** Department of Commerce

**SERIES:** 25516

3

**TITLE:** Financial Information Network (FI-NET) non-payment records

**DATES:** 1999-

**ARRANGEMENT:** by division name, thereunder chronological.

**ANNUAL ACCUMULATION:** 12.00 cubic feet.

**DESCRIPTION:**

Records that document receipt of cash or transfers between state agencies in the state accounting system, and other relevant information. Includes cash receipts (CR), inter-agency transactions (IAT), and revenue (IN) transactions. Also includes accounts receivable located in the FI-NET accounts receivable sub-system (ARS).

**RETENTION:**

Retain for 3 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 7 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 25622

3

**TITLE:** Intern and volunteer records

**DATES:** 1996-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records contain information on those who have been approved by the department to complete an internship for college or university credit or serve as an unpaid volunteer. Files may include correspondence, resumes, writing samples, character reference letters, reports, notes, and other records relating to internships and volunteer programs.

**RETENTION:**

Retain for 1 year(s) after end of project or program

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/2004

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after internship or volunteer program is completed and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(2)(d)

**AGENCY:** Department of Commerce

**SERIES:** 25622

**TITLE:** Intern and volunteer records

(continued)

**SECONDARY DESIGNATION(S):**

Protected. 63G-2-305(25)

**AGENCY:** Department of Commerce

**SERIES:** 83837

4

**TITLE:** Licensing guides

**DATES:** 1962-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The licensing guides provide information about state policies and procedures. Published to inform businesses and professional about regulations affecting them. They include licensing procedures, business operation rules and regulations and an explanation of agency resources available to help businesses.

**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.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These publications have evidentiary value as they track the history of licensing requirements in the state.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2015.

**AGENCY:** Department of Commerce

**SERIES:** 25615

3

**TITLE:** Litigation case files

**DATES:** 1941-

**ARRANGEMENT:** Chronological by fiscal year, thereunder alphabetical by case name.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These case files are created when the Department of Commerce is sued by an outside party. Records contain information about lawsuits filed by those regulated by the department, the general public, or past employees. Information may include pleadings, correspondence, legal research, and trial transcripts.

**RETENTION:**

Retain for 10 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/2004

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after case is closed or until any pending litigation is resolved and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Commerce

**SERIES:** 25615

**TITLE:** Litigation case files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(b) and (2)(d).

Protected. UCA 63G-2-305(9),(10),(16),(17),(18), and (25).

**AGENCY:** Department of Commerce

**SERIES:** 25523

3

**TITLE:** Motor vehicle and power sport franchise dealer registration renewal notices

**DATES:** 1996-

**ARRANGEMENT:** Alphabetical by dealer type, thereunder alphabetical by dealer name.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are copies of renewal notices mailed to the holders of motor vehicle and powersport franchises in Utah and a renewal fee is paid by each dealer. The franchises are renewed annually as per UCA 13-14-105(1)(a)(2004), and UCA 13-35-105(1)(a)(2004). Information includes name of franchise holder, name of franchise, location of franchise, type of franchise, date of issuance, renewal deadline date, and amount due.

**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:** 11/2004

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 2 years after original is mailed to franchise dealership and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce

**SERIES:** 25523

**TITLE:** Motor vehicle and power sport franchise dealer registration renewal notices

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Commerce

**SERIES:** 651

3

**TITLE:** Payroll records

**DATES:** 1941-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Reports by low organization number including time sheets, per diem, mileage, retirement, and other personnel payments or deductions.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

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

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Commerce

**SERIES:** 651

**TITLE:** Payroll records

(continued)

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** Department of Commerce

**SERIES:** 26451

3

**TITLE:** Policy and program correspondence

**DATES:** 1997-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Business-related correspondence which provides 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.

**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 State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 6881

3

**TITLE:** Professional board records

**DATES:** 1943-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

These records contain information relating to the various professional boards within the Administration Section of the Department of Commerce, including the Motor Vehicle Franchise Advisory Board and the Power-sport Vehicle Franchise Advisory Board. These files contain minutes of board meetings, meeting agendas, and the research and background information on suggested rule changes.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

Microfilm master: For records prior to and including 1980. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records prior to and including 1980. Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Commerce

**SERIES:** 6881

**TITLE:** Professional board records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d).

Protected. UCA 63G-2-305(25).

**AGENCY:** Department of Commerce

**SERIES:** 617

3

**TITLE:** Professional licensing application files

**DATES:** 1952-

**ARRANGEMENT:** Alphanumerical by subject.

**DESCRIPTION:**

These records contain applications for professional licenses.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after from date of application and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These records have administrative value and contain personal information necessary to obtain a license to practice various professions in the state of Utah.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(3)(r)

**AGENCY:** Department of Commerce

**SERIES:** 617

**TITLE:** Professional licensing application files

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** Department of Commerce

**SERIES:** 20943

3

**TITLE:** Publications

**DATES:** 1947-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Documents created by the Department of Commerce including pamphlets, reports, leaflets, manuals, other published or processed documents available for public notification and distribution.

**RETENTION:**

Permanent. Retain for 1 year(s)

**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 until end of fiscal year and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office until administrative need ends.

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 serve to document the history of the agency through its services, activities and programs. Records may contain pamphlets, leaflets, manuals, and other published or processed documents created by the agency to inform the public of the agency's services and programs.



**AGENCY:** Department of Commerce

**SERIES:** 20943

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2015.

**AGENCY:** Department of Commerce

**SERIES:** 27175

3

**TITLE:** Records amendment request files

**DATES:** 1996-

**ARRANGEMENT:** Alphabetical by name of owner

**DESCRIPTION:**

These files contain requests from individuals contesting the accuracy or completeness of records containing information on themselves. Information includes the request to amend and/or review personal information included in an agency's records, agency approval or denial of the request, statement of disagreement, agency justification for refusal to amend a record, subsequent appeal of the agency's decision, and other related materials.

**RETENTION:**

Retain for 2 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

**AUTHORIZED:** 06-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after resolution of request or until closure of related case file and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
State law provides legal procedures for individuals to contest the accuracy or completeness of any public, private, or protected record concerning themselves. ( UCA 63G-2-603 )

**AGENCY:** Department of Commerce

**SERIES:** 27175

**TITLE:** Records amendment request files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 27174

3

**TITLE:** Records requests

**DATES:** 1996-

**ARRANGEMENT:** Alphabetical by name of owner

**DESCRIPTION:**

These files contain information on Government Records Access and Management Act (GRAMA) requests from individuals seeking access to government records. They may contain appeals to designated records officer, chief administrative officer, the State Records Committee and to District Court. Records may also include correspondence, copies of requests, research notes, court documents, and any other documentation concerning the request and appeal process.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

**AUTHORIZED:** 06-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after final response completed and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
Utah code 63G-2-204 provides for the request of government records.

**AGENCY:** Department of Commerce

**SERIES:** 27174

**TITLE:** Records requests

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 82840

3

**TITLE:** Travel expenditure files

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These records contain travel plans, expenditures, vouchers, and reimbursements for employees of the department to attend work related events.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1987

**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.

Microfilm master: Retain in Archives for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Based on the administrative needs of the office.

**AGENCY:** Department of Commerce

**SERIES:** 82840

**TITLE:** Travel expenditure files

(continued)

**PRIMARY DESIGNATION:**

Public