

## Retention and Classification Report

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

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

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

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**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:** 29097

3

**TITLE:** Administrative records

**DATES:** 1951-1952.

**ARRANGEMENT:** None.

**DESCRIPTION:**

This series contains a list of printing jobs done for the Department of Business Regulation for the 1951-1952 fiscal year. Along with the list are examples of various forms, certificates, brochures, etc. printed for divisions in the department.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the function and operation of the Department of Business Regulation.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 25617

**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:** 6882

3

**TITLE:** Application for license

**DATES:** 1983-2008.

**ARRANGEMENT:** Numerical by license number

**DESCRIPTION:**

These records contain applications for professional licenses. Applications for various professional licenses are kept in separate series according to the profession by the Division of Professional Licensing.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce

**SERIES:** 6882

**TITLE:** Application for license

(continued)

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Commerce

**SERIES:** 6816

3

**TITLE:** Budget background records

**DATES:** i 1979-1991.

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:** 4.00 cubic feet.

**DESCRIPTION:**

Records used to assist in the preparation of the division budget and to justify budget requests presented to the department director. As of March, 1991, Workers' Compensation Fund no longer participates in the programs and facilities offered by the Utah State Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Department of Commerce

**SERIES:** 2113

3

**TITLE:** Budget requests and work program reports

**DATES:** 1966-1969; 1979-1981.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These are budget requests detailing salaries, wages, federal grants , expenditures by program and other fiscal breakdowns with budget requests.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

These records document the budget reporting process and the use of tax payers monies.

**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:** 13731

3

**TITLE:** Daily transaction report

**DATES:** 1981-2013.

**ARRANGEMENT:** alphanumerical

**DESCRIPTION:**

These are daily financial transaction reports generated when the department was called the Department of Business Regulations.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Computer transaction reports, GRS-1764.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Office until administrative need ends and then transfer to Archives. Retain in Archives for 7 years and then destroy.

Microfilm duplicate: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce

**SERIES:** 13731

**TITLE:** Daily transaction report

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 13732

3

**TITLE:** Delinquent files

**DATES:** 1981-1982.

**ARRANGEMENT:** None.

**DESCRIPTION:**

These monthly reports list delinquent taxes. They are used for reference purposes. The reports include the account number, serial number, district number, owner's name, and amounts of delinquent taxes for the current and previous three years.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Tax redemption records, GRS-732.

**AUTHORIZED:** 03-01-2016

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 1 year 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

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**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:** 613

1

**TITLE:** Financial records

**DATES:** 1943-1953; 1977-1982.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

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

**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.

Microfilm master: Retain in Office for 7 years or until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Financial records with a retention of 7 years.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 83838

3

**TITLE:** Five year plan

**DATES:** 1982.

**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.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on the needs expressed by the agency.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2015.

**AGENCY:** Department of Commerce

**SERIES:** 29172

3

**TITLE:** Historic financial records

**DATES:** 1951-1957.

**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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
this series was appraised on May 1, 2017 and deemed of permanent historical value as sample documentation of finances during this period of time.

**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:** 6819

3

**TITLE:** Inventory of capital outlay property files

**DATES:** 1 1984-1991.

**ARRANGEMENT:** Alphabetical by equipment name.

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

These files document the tracking and control of office equipment such as typewriters, chairs, and desks. As of March, 1991, Workers' Compensation Fund no longer participates in the programs and facilities offered by the Utah State Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on U. S. General Accounting Office comprehensive schedule 013-02 and the needs expressed by the agency.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.



**AGENCY:** Department of Commerce

**SERIES:** 25616

3

**TITLE:** Judicial review case files

**DATES:** 1941-2008.

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

**DESCRIPTION:**

These case files are created when a case adjudicated and closed by the Department is appealed to the state courts. Cases may involve licensing or registration denials, licensing or registration disciplinary actions, franchise disputes arising between manufacturers and dealers of new motor vehicles and powersport vehicles, or citations for engaging in unlawful conduct regulated by the Department. They contain the agency review proceedings, pleadings, legal research, exhibits, correspondence and copies of court records.

**RETENTION:**

Permanent. Retain for 2 year(s) after case is closed

**DISPOSITION:**

Transfer to Archives.

**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.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce

**SERIES:** 25616

**TITLE:** Judicial review case files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Department of Commerce

**SERIES:** 82836

3

**TITLE:** Leave data files

**DATES:** 1990-2008.

**ARRANGEMENT:** none

**DESCRIPTION:**

Reports which document the kind and amount of leave taken by an employee during a calendar year. After they are signed by the employee, they are maintained in the official personnel file.

**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 until report is made part of personnel file provided employee signs.

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301(1)(b)

**AGENCY:** Department of Commerce

**SERIES:** 6815

3

**TITLE:** Leave summary report

**DATES:** i 1985-1991.

**ARRANGEMENT:** Alphabetical by surname.

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

Reports which document the kind and amount of leave taken by an employee during a calendar year. After they are signed by the employee, they are maintained in the official personnel file.

**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 until transferred to personnel file.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. Eighteen personal data elements identified by the State Records Committee

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**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:** 13728

3

**TITLE:** Maps

**DATES:** 1950-1959.

**ARRANGEMENT:** none

**DESCRIPTION:**

This series contains Real Estate Division maps and plats. The maps cover a wide range of subjects including: building floor plans (specifically for the Office of Business Regulations), blueprints, power flow maps, subdivision plats, maps of power transmission lines, phone service petition maps, fuel supply maps, highway and roadway maps, water usage and population change figures, surface maps, maps of butane piping, and forest subdivision maps. Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the state of Utah. They may include maps, charts, aerial photographs, globes, models, and raised relief maps these are a graphic representation of the earth's surface drawn to scale.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 11-27-2018

**FORMAT MANAGEMENT:**

Maps: Retain in Office until administrative need ends 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.

**APPRAISAL:**

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

This series has ongoing legal and historical value. It documents Utah real estate.



**AGENCY:** Department of Commerce

**SERIES:** 13728

**TITLE:** Maps

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected

**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:** 13733

3

**TITLE:** Name change register

**DATES:** 1980-1981.

**ARRANGEMENT:** none

**DESCRIPTION:**

These are name change requests for licenses.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have historical value(s).

This series documents changes in name and may have genealogical value.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**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:** 82837

3

**TITLE:** Payroll registers

**DATES:** 1987-2008.

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These documents are prepared and used for payroll disbursement.  
They contain display of earnings, deductions, taxes, net income  
and warrant or direct deposit information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll  
post processing records, GRS-1904.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Commerce

**SERIES:** 82838

3

**TITLE:** Personnel files

**DATES:** 2006-2008.

**ARRANGEMENT:** none

**DESCRIPTION:**

Complete work history of an individual 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 the employee transfers to another state agency, the official personnel file must be sent to the new agency. Includes application for employment or resume, verification of employment eligibility (I-9 form), and retirement/deferred compensation plan notification, corrective or disciplinary actions taken against an employee, performance plans, performance evaluations, position description, career mobility or job swap agreement, insurance benefits notification. May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, employee awards, letters of commendation, leave records and leave adjustment reports; copies of any documents affecting the employee's conduct, status or salary, etc.

**RETENTION:**

Retain for 65 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after after termination of employment or until employee transfers to another State Agency and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.



**AGENCY:** Department of Commerce

**SERIES:** 82838

**TITLE:** Personnel files

(continued)

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

Microfilm master: Retain in Archives for 65 years and then destroy.

Microfilm duplicate: Retain in Archives for 65 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**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:** 82839

3

**TITLE:** Preliminary payroll report

**DATES:** undated.

**ARRANGEMENT:** none

**DESCRIPTION:**

This series contains no records and was closed in 2008.

**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 destroy.

Microfilm master: Retain in State Records Center for 1 year and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Based on General Retention Schedule 2 Item 15.

**PRIMARY DESIGNATION:**

Private

**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:** 26512

3

**TITLE:** Public Utility investigative case files

**DATES:** 2004-2009.

**ARRANGEMENT:** Alphabetical by name of company

**DESCRIPTION:**

These records are created to track the effectiveness of regulatory procedures and to document investigations into the practices of public utility companies. They contain correspondence, memos, investigative reports, rate schedules and case files on public utility companies that may be in violation of federal or state laws. They contain attorney work product, preliminary studies, notes, analyses, fines, settlements, and tax records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
These records have legal value as they document the agency's responsibility to investigate violations under UCA 54-4a-1.

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(9)(a), UCA 63G-2-305(17)

**SECONDARY DESIGNATION(S):**

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



**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:** 10003

3

**TITLE:** Responses to information requests from the Little Hoover Commission

**DATES:** 1965.

**ARRANGEMENT:** None

**DESCRIPTION:**

These records contain information compiled in response to requests from the Commission on the Organization of the Executive Branch of the Government of the State of Utah (commonly known as Utah's Little Hoover Commission) about the Department of Business Regulation, its internal organization (including organization charts), number of employees, equipment inventories, committee membership lists, job descriptions and summaries of major duties, salary information, and budget information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

These records have evidentiary historical value to document the Little Hoover Commission.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 639

3

**TITLE:** State Narcotics Inspector correspondence

**DATES:** 1952-1957.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This series contains correspondence to and from the State Narcotics Inspector.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302



**AGENCY:** Department of Commerce

**SERIES:** 607

3

**TITLE:** Trade commission annual reports

**DATES:** 1952-1953.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Annual reports of Trade Commission.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

These records have historical value as annual reports created by the agency to document agency administration, activities, programs, and achievements during the year. Records may include pamphlets, leaflets, statistical reports, outcome reports, and other documents for the agency's assessment reporting requirements.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 25623

1

**TITLE:** Training records

**DATES:** 1941-2015.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

General file of agency-sponsored training materials. Includes correspondence, research, memoranda, background and work papers, reports, plans, and objectives relating to agency training.

**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 superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

Files are used in planning and assessing trainings. May include contact names, vendors, agendas, programs and notes.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Commerce

**SERIES:** 6617

1

**TITLE:** Transitory correspondence

**DATES:** undated.

**ARRANGEMENT:** Alphabetical by organization

**DESCRIPTION:**

Business-related correspondence that is routine or transitory in nature and does not offer unique information about agency functions or programs. These records include acknowledgement files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

**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 or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 5 years or until administrative need ends and then destroy.

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 13730

3

**TITLE:** Transmittal receipts

**DATES:** 1974-1975.

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Office for 4 years and then destroy.

**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

**AGENCY:** Department of Commerce

**SERIES:** 18067

3

**TITLE:** War inspection service correspondence

**DATES:** 1944-1945.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document the Department of Business Regulation's participation in the war inspection service, inspecting manufacturing plants having war contracts with the federal government. This is correspondence pertaining to those inspections.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in the economic policies of Utah during World War II.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 82841

1

**TITLE:** Warrants

**DATES:** undated.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records are payments made to providers of services for the department.

**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 1 year and then destroy.

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

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

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Based on General Retention Schedule 7 Item 1.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Commerce

**SERIES:** 10004

3

**TITLE:** Work program budget records

**DATES:** 1965; 1978-1981.

**ARRANGEMENT:** None

**DESCRIPTION:**

Correspondence or subject files of formally organized budget offices documenting agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

Work Program budget records show expenditures for the program.

**PRIMARY DESIGNATION:**

Public