Retention and Classification Report

Agency: Department of Commerce. Division of Consumer Protection (212)

P.O. Box 146704
160 East 300 South
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801-530-6601

Records Officer: _____

11260	*Advisory board accessioned records
31245	Applications for registration or renewal
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27836	Pawnshop, secondhand merchandise, and catalytic converter tr
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26446	*Personal Introduction Services files
14274	Policies and procedures manuals
25794	Postsecondary school and state authorization registration re
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30941		Residential, vocational and life skills program registration
11776		Seller telephone solicitation records
01477	*	Transient vendors receipts
30943		Transportation network company registration records

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 11260 1
TITLE: Advisory board accessioned records
DATES: 1983-1989.
ARRANGEMENT: None
DESCRIPTION:

The accessioned records of the advisory board include minutes, 1984-1988 (probably series number 01495); board application/ nomination forms; appointment letters; resumes; personnel forms (DPM-33, notice of payroll/personnel action; DPM-34, profile/ events); travel reimbursement record, 1986-1989; correspondence, 1983-1988; monthly caseload summaries, 1985-1988; bylaws, 1984, 1985; creating legislation, 1985; proposal for advisory committee; criteria for handling complaints; and press releases, 1984.

RETENTION:

Permanent. Retain for 6 year(s)

DISPOSITION:

Transfer to Archives.

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 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

This disposition is based on the 1997 General Retention Schedule, Schedule 1, Item 38, and on the administrative needs expressed by the agency.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 11260
TITLE: Advisory board accessioned records

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 31245 3
TITLE: Applications for registration or renewal
DATES: 2025-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

The Division applications for registration are required for various businesses operating in Utah. Records may include: annual application registration form, consent to a fingerprint criminal background check, required disclosures, surety, criminal history, financial records, proof of insurance, various documents submitted by an applicant, and agency correspondence. Personal data that may be contained in a registration application may include name, date of birth, drivers license number, home address, criminal records, financial account information, proof of residency or citizenship. Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series includes personal data. Personal data that may be contained in a registration application may include name, date of birth, drivers license number, home address, criminal records, financial account information, proof of residency or citizenship. Utah Code 13-2-102(2) (2026).

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/2025

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 10 years and then delete.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 31245
TITLE: Applications for registration or renewal

(continued)

APPRAISAL:

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

These records have legal value based on the usefulness to document and protect the rights and interests of an individual or organization, to demonstrate compliance with laws and regulations, or to meet other legal needs. Specifically, Utah Code 13-2-107 (2026).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2026)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(2)(a)(iii), (2)(b)(i)(c), (10), (25), (51) (2026)

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 9243 3
TITLE: Business opportunity disclosure records
DATES: 1979-2026
ARRANGEMENT: Alphabetical by company name
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Business Opportunity Disclosure Act (Utah Code 13-15) as mandated by Utah Code 13-2-102(2) (2027). Registration records document businesses wanting to sell business opportunities in Utah. Records include, applications, disclosure statements, company financial statements, proof of notice information, and other records required for registration. Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series includes personal data. Personal data that may be contained in a business opportunity disclosure records may include name, home phone number, applicant's criminal history, social security number, case summary. The Division collects registration information to determine if an applicant meets statutory/rule registration requirements. Utah Code 13-2-102(2) (2027) and Utah Code 13-15-201 (2026).

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: 07/1989

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 10 years and then delete.

Paper: For records beginning in 1989 through 2016. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 9243
TITLE: Business opportunity disclosure records

(continued)

APPRAISAL:

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

These records have legal value based on the usefulness to document and protect the rights and interests of an individual or organization, to demonstrate compliance with laws and regulations, or to meet other legal needs. Specifically, Utah Code 13-2-107(7)(a) (2026) establishes a 10 year statute of limitations for filing an administrative enforcement actions for alleged violations.

RETENTION JUSTIFICATION:

Utah Code 13-15 (2010) specifies that documentation is required for these disclosure files.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2026)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-305(10) (2026)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2016.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 30291 3
TITLE: Case file evidence
DATES: 2016-
ARRANGEMENT: Numerical by case number
DESCRIPTION:

The Division of Consumer Protection administers and enforces legislative acts created to protect consumers' interests Utah Code 13-2-102(2) (2027). These records document complaints filed with the Division and resulting investigations. These records include, but are not limited to, complaint planning/tracking records, financial documentation, photographs, video recordings, records related to violations, final actions, and advice given to consumers. This does not include core case information described in a separate retention schedule. Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series includes personal data. Personal data that may be contained within Division administrative files and correspondence: name, date of birth , phone number, home address, criminal records, financial documents. The Division collects case file evidence to meet its statutory requirements for administration and enforcement pursuant to Utah Code 13-2-107(6) (2026). Utah Code 13-2-106(2) (2026).

RETENTION:

Retain for 10 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Evidence tracking records, GRS-374.

AUTHORIZED: 01-22-2024

FORMAT MANAGEMENT:

Paper: For records beginning in 2016 through 2021. Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Computer data files: Retain in Office for 10 years after case is

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 30291
TITLE: Case file evidence

(continued)

closed and then delete.

APPRAISAL:

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

These records have legal value based on the usefulness to document and protect the rights and interests of an individual or organization, to demonstrate compliance with laws and regulations, or to meet other legal needs. Specifically, Utah Code 13-2-107(7)(a) (2026) establishes a 10 year statute of limitations for filing an administrative enforcement actions for alleged violations.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10), (18), (21), (46), (51), (87) (2026)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d) (2027)

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 9248 3
TITLE: Charitable organization records
DATES: i 1987-2024.
ARRANGEMENT: Alphabetical by company name.
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Charitable Solicitations Act (Utah Code 13-22-2(2017)). Records document the charitable organizations that have registered to solicit contributions (Utah Code 13-22-6(2015)) and include applications and registration documents, as well as the organization's articles of incorporation, bylaws, audit reports, financial disclosures, annual reports, and fund-raising plans.

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: 08/2017

FORMAT MANAGEMENT:

Paper: Retain in Office until end of the calendar year and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Computer data files: 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).

These records document the types of causes for which people raise and donate money and they demonstrate the effort that the government makes to protect its citizens from being defrauded.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 9248
TITLE: Charitable organization records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt. Utah Code 63G-2-201(3)(b)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 29146 3
TITLE: Closed postsecondary school student records
DATES: 2017-
ARRANGEMENT: Alphabetical by school name, thereunder alphabetical by student name
DESCRIPTION:

The Division of Consumer Protection administers the Utah Postsecondary School and State Authorization Act (Utah Code 13-2-102(2)(l) (2026), Utah Code 13-34 (2026)). Records document postsecondary schools in Utah. Records include but are not limited to, a student's official transcript and any diploma, degree, or certificate. educational credential, student enrollment agreements, records of the student's payment, financial agreements, other student records, and related correspondence. Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series includes personal data. Personal data that may be contained in closed postsecondary schools may include name, home phone number, social security number, educational transcripts, and financial agreements and payments. The Division collects registration information to determine if an applicant meets statutory/rule registration requirements. Utah Code 13-2-102(2)(l) (2026).

RETENTION:

Retain for 60 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2017

FORMAT MANAGEMENT:

Paper: For records beginning in 1917 through 2023. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 59 years and then destroy.

Computer data files: Retain in Office for 60 years and then delete.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 29146
TITLE: Closed postsecondary school student records

(continued)

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

Retention for this series is based on Utah Administrative Code 13-34-203 (2024), which states a postsecondary school shall maintain a student's official transcript and any diploma, degree, or certificate in an electronic format established by division rule in accordance with Section 13-34-103 (2024); and for not less than 60 years. A postsecondary school shall maintain an educational credential, student enrollment agreements, records of the student's payment and any financing agreement in an electronic format established by division rule in accordance with Section 13-34-103 (2024) and for not less than 10 years.

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99, Utah Code 63G-2-107(3) (2024)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 9245 1
TITLE: Complaint case files
DATES: 1983-2024.
ARRANGEMENT: Alphabetical by company name, thereunder chronological by year.
TOTAL VOLUME: 77.00 cubic feet.
DESCRIPTION:

The Division of Consumer Protection administers and enforces legislative acts created to protect consumers' interests (Utah Code 13-2-1(2)(2015)). These records document complaints filed with the Division against companies and resulting investigations, and may include complaint planning/tracking records, financial documentation, case notes, photographs, and records related to violations, final actions, and advice given to consumers. This does not include core case information, which is in a separate series (Core case information) beginning in 2022.

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 after after case is closed and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office for 7 years after case if closed and then delete.

Microfilm duplicate: For records prior to and including 2016. Retain in State Records Center for 7 years and then destroy.

Microfilm master: For records prior to and including 2016. Retain in State Records Center for 7 years and then destroy.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 9245
TITLE: Complaint case files

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 310 4
TITLE: Consumer alert newsletter
DATES: i 1979-1985.
ARRANGEMENT: Chronological.
DESCRIPTION:

The Consumer Alert Newsletter is produced by the Division of Consumer Protection to educate the public on various consumer protection issues. Included are articles on how to avoid problems, announcements of conferences and seminars, and issues related to consumer protection needs. Exact frequency of publication appears to be arbitrary.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

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 consumer affairs issues and the needs expressed by the agency.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2018.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 83947 4
TITLE: Consumer alert press releases
DATES: 2013.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These files document press releases on current consumer products and business practices which focus on fraud cases.

RETENTION AND DISPOSITION AUTHORIZATION:

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

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 consumer protection issues and the needs expressed by the agency.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 83946 4
TITLE: Consumer protection information
DATES: i 1983-1986.
ARRANGEMENT: Chronological.
DESCRIPTION:

These pamphlets are produced by the Division of Consumer Affairs to educate the public on its rights and responsibilities. Included is information on business practices, consumer protection, and the responsibilities in business transactions. Any necessary legal information is also included.

RETENTION AND DISPOSITION AUTHORIZATION:

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

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 consumer protection issues and 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. Division of Consumer Protection

SERIES: 30292 3
TITLE: Core case information
DATES: 2016-
ARRANGEMENT: Numerical by case number
DESCRIPTION:

The Division of Consumer Protection administers and enforces legislative acts created to protect consumers' interests (Utah Code 13-2-102 (2026)). These records include complaints filed with the Division against companies and individuals, and resulting investigations, and include identifying information for complainants and respondents, investigator case notes, records of legal actions taken, and amounts paid in settlements or penalties. This does not include case file evidence which is described in a separate retention schedule. Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series includes personal data. Personal data that may be contained in core case information may include name, home phone number, case summary, original complaint letter, complaint intake sheet, respondent's answer, interview notes, and investigative report. The Division collects case file evidence to meet its statutory requirements for administration and enforcement pursuant to Utah Code 13-2-107 (2026). Utah Code 13-2-106(2) (2026).

RETENTION:

Retain for 25 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/2024

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 25 years after case is closed and then delete.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 30292
TITLE: Core case information

(continued)

APPRAISAL:

These records have administrative value(s).

Agency needs to retain core complaint case file information for 25 years to refer to historical actions in the case of new complaints.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10), (18), (21), (51), (87) (2026)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d) (2027)

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 11775 3
TITLE: Credit service organization registration records
DATES: 1991-2026
ARRANGEMENT: Alphabetical by company name
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Credit Services Organizations Act (Utah Code 13-21) as mandated by Utah Code 13-2-102(2)(e) (2027). Registration records document the requirements for a credit service organization operating in Utah. Records include, surety documents, copies of business licenses, articles of incorporation, and other records required for registration. Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series includes personal data. Personal data that may be contained in an investigative file (no action) may include name, home phone number, social security number, and applicant's criminal history. The Division collects registration information to determine if an applicant meets statutory/rule registration requirements. Utah Code 13-21-103 (2026).

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: 02/2017

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 10 years and then delete.

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

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 11775
TITLE: Credit service organization registration records

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2026)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(10) (2026)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 27749 3
TITLE: Debt management services registration records
DATES: 2007-2026
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Uniform Debt Management Services Act (Utah Code 13-42) as mandated by Utah Code 13-2-102(2)(n) (2026). Records document the registration requirements for debt-management services to operate in Utah. Records include, applications, articles of incorporation, financial statements, insurance policies, employee resumes, surety documents, client contracts, educational materials, non-profit, tax exempt documentation, and other records required for registration. Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series includes personal data. Personal data that may be contained in a debt management registration application may include name, home phone number, social security number, applicant's criminal history, social security number. The Division collects registration information to determine if an applicant meets statutory/rule registration requirements. Utah Code 13-42-104, 105, 106 (2026).

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: 10/2011

FORMAT MANAGEMENT:

Paper: For records beginning in 2011 through 2020. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 27749
TITLE: Debt management services registration records

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2026)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(10) (2026)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2016.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 12373 3
TITLE: Enforcement files
DATES: 1993-2013.
ARRANGEMENT: Alphabetical by surname
DESCRIPTION:

These records document the final disposition of cases investigated by the Division of Consumer Protection. These records are not complete legal files but final dispositions of investigations undertaken by the division. The complete legal case is filed under series 9246. These records are created by the division's legal counsel and are used to monitor compliance and/or further violations. Information includes assurances of voluntary compliance, stipulations, agreements, final actions, investigation information and notes.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 12373
TITLE: Enforcement files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Protected. Attorney work product

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 1478 3
TITLE: Executive correspondence
DATES: 1984-2013.
ARRANGEMENT: Alphabetical by subject.
DESCRIPTION:

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

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 for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 84037 3
TITLE: Fitness Center Services registration records
DATES: i 1987-2026
ARRANGEMENT: Alphabetical by company name
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Fitness Center Services Protection Act (Utah Code 13-23) as mandated by Utah Code 13-2-102(2)(g) (2026). Records document the registration requirements for a health spa to operate in Utah. Records include, insurance policies, surety documents if applicable, client contracts, and other records required for registration. Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series includes personal data. Personal data that may be contained in a health spa registration application may include name, home phone number. The Division collects registration information to determine if an applicant meets statutory/rule registration requirements. Utah Code 13-23-104 (2026).

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: 02/2017

FORMAT MANAGEMENT:

Paper: For records beginning in 1987 through 2020. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 84037
TITLE: Fitness Center Services registration records

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2026)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(10) (2026)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 1488 1

TITLE: Housekeeping correspondence

DATES: 1988-

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

Records that are general in nature and do not relate directly to primary program responsibilities of an office or agency. Letters of appreciation, congratulations, charity fund, parking assignments, et cetera. Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series does not contain personal data.

RETENTION:

Retain for 2 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 1 year and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2026)

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 28773 3
TITLE: Immigration consultant registration records
DATES: 2012-2026
ARRANGEMENT: Alphabetical by applicant name
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Immigration Consultants Registration Act (Utah Code 13-49) as mandated by Utah Code 13-2-102(2)(o) (2026). Records document the registration requirements for an immigration consultant to operate in Utah. Records include, applications, surety documents, client contracts, disclosure statements, and other records required for registration. Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series includes personal data. Personal data that may be contained in an immigration consultant registration application may include name, home phone number, social security number, driver's license or state identification number, and applicant's criminal history. The Division collects registration information to determine if an applicant meets statutory/rule registration requirements. Utah Code 13-49-202 (2026).

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: 01/2016

FORMAT MANAGEMENT:

Paper: For records beginning in 2012 through 2020. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 28773
TITLE: Immigration consultant registration records

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2026)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(10) (2026)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2016.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 84039 3
TITLE: Inquiry case files
DATES: 2013-2016.
ARRANGEMENT: Alphabetical by company name.
DESCRIPTION:

These files document information and general statements sent to the division anonymously by a consumer proposing that a company be investigated. If the company is investigated by the division andallegations can be substantiated, then a complaint file is opened and this information transferred into it. Informatioin includes correspondence and investigative 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: 07/1989

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the needs expressed by the agency.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2017.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 30126 3
TITLE: Internet service provider disclosures
DATES: 2018-
ARRANGEMENT: Chronological
DESCRIPTION:

Disclosures provided by internet service providers regarding their ability to block content as stipulated under Utah Code 76-5c-401 and 402 (2026). Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series does not contain personal data.

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: 08/2021

FORMAT MANAGEMENT:

Paper: For records beginning in 2018 through 2023. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

These records have administrative value(s).

Value of records is based on their usefulness for carrying out the agency's current business.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 30126
TITLE: Internet service provider disclosures

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2026)

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 30944 3
TITLE: Lawyer referral consultants registration records
DATES: 2024-2026
ARRANGEMENT: Alphanumerical by license number
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Lawyer Referral Consultants Registration Act (Utah Code 13-68) as mandated by Utah Code 13-2-102(2)(z) (2026). Records document the registration required to provide lawyer referral consultant services in Utah. Records include, applications, surety documents, client contracts, disclosure statements, and other records required for registration. Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series includes personal data. Personal data that may be contained in a lawyer referral registration application may include name, home phone number. The Division collects registration information to determine if an applicant meets statutory/rule registration requirements. Utah Code 13-68-202 (2026).

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/2024

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 30944
TITLE: Lawyer referral consultants registration records

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2026)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(10) (2026)

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 9246 3
TITLE: Legal case files
DATES: i 1980-
ARRANGEMENT: Alphabetical by company name
DESCRIPTION:

These files document information and legal records necessary to prosecute cases. The court case is tried by the State Attorney General's office, a private attorney, or the division's adjudicative hearing judge. Further civil action can be taken if the plaintiff does not agree with the decision. Information includes complaints, case summaries, supplemental reports, action checklists, investigative reports and notes, legal papers, affidavits, depositions, findings of fact, conclusions of law, summons, judgments, orders, and correspondence. Some files may also contain exhibits, but these are limited to photocopies of contracts, checks, receipts, invoices, and newspaper advertisements. Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series includes personal data. Personal data that may be contained in a legal case file may include name, home phone number, case summary, original complaint letter, complaint intake sheet, respondent's answer, interview notes, and investigative report. The Division collects legal case file evidence to meet its statutory requirements for administration and enforcement pursuant to Utah Code 13-2-106. (2026) Utah Code 13-2-101 et seq. (2026).

RETENTION:

Permanent. Retain for 1 year(s) after final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/2001

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 9246
TITLE: Legal case files

(continued)

Paper: Retain in Office until final action and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives.

APPRAISAL:

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

These records have legal value based on the usefulness to document and protect the rights and interests of an individual or organization, to demonstrate compliance with laws and regulations, or to meet other legal needs. These records have historical value based on their evidence of significant policy formulation and business processes of the government.

PRIMARY DESIGNATION:

Protected	Utah Code 13-2-112(2)(a) (2026), Utah Code 63G-2-305(10), (18), (21), (87) (2026)

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 30942 3
TITLE: Maintenance funding provider registration records
DATES: 2020-2026
ARRANGEMENT: Alphanumerical by license number
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Maintenance Funding Practices Act (Utah Code 13-57 et seq. (2026)) as mandated by Utah Code 13-2-102(2)(u) (2026). Records document the registration requirements for maintenance funding providers operating in Utah. Records include, applications, funding agreement, and other records required for registration. Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series includes personal data. Personal data that may be contained in a maintenance funding registration may include name, home phone number. The Division collects registration information to determine if an applicant meets statutory/rule registration requirements. Utah Code 13-57-201 (2026).

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/2024

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

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

These records have legal value based on the usefulness to document and protect the rights and interests of an individual or organization, to demonstrate compliance with laws and regulations, or to meet other legal needs. Specifically, Utah

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 30942
TITLE: Maintenance funding provider registration records

(continued)

Code 13-57-201 (2026).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2026)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(10) (2026)

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 1495 1

TITLE: Minutes

DATES: 1988-2025.

ARRANGEMENT: None

DESCRIPTION:

Records created by a committee or conference, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recordings if minutes are not taken.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

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 Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 28967 3
TITLE: Pawnshop, secondhand merchandise, and catalytic converter transaction information
DATES: 2004-
ARRANGEMENT: Database
DESCRIPTION:

The Division of Consumer Protection administers the central records repository created under the Pawnshop, Secondhand Merchandise, and Catalytic Converter Transaction Information Act (Utah Code 13-32a et seq. (2026)) as mandated by Utah Code 13-2-102(2)(k) (2026). Records document the transactions of pawn and secondhand businesses and coin dealers and identify articles of property pawned or sold to dealers. Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series includes personal data. Personal data that may be contained in pawnshop and secondhand business transaction records may include name, home phone number, driver license or state identification number. The Division collects registration information to determine if an applicant meets statutory and rule registration requirements. Utah Code 13-32a et seq. (2026).

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: 02/2017

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years and then delete.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 28967
TITLE: Pawnshop, secondhand merchandise, and catalytic converter transaction information

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(46) (2026)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 27836 3
TITLE: Pawnshop, secondhand merchandise, and catalytic converter transaction registration records
DATES: 2005-
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Pawnshop and Secondhand Merchandise Transaction Information Act (Utah Code 13-32a et seq. (2026)) as mandated by Utah Code 13-2-102(2)(k) (2026). Records include, but are not limited to, registration applications and document entities that have access to the central records repository, including pawn and secondhand businesses, coin dealers, and law enforcement agencies. Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series includes personal data. Personal data that may be contained in a pawnshop and secondhand merchant registration may include name, home phone number, social security number, driver license or state identification number. The Division collects registration information to determine if an applicant meets statutory and rule registration requirements. Utah Code 13-32a et seq (2026).

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: 02/2017

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 10 years and then delete.

Paper: For records beginning in 2005 through 2020. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 27836
TITLE: Pawnshop, secondhand merchandise, and catalytic converter transaction registration records

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2026)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 26446 3
TITLE: Personal Introduction Services files
DATES: 1998-2013.
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

These records contain information about companies that were licensed under the Personal Introductions Services Act. They contain applications, copies of permits to operate, names of registrants and correspondence between the Division of Consumer Protection and the dating service. These services were regulated by the Department of Commerce, Division of Consumer Protection.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Legal counsel records, GRS-1721.

AUTHORIZED: 06-01-2015

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).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 14274 1
TITLE: Policies and procedures manuals
DATES: 1992-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Policies and procedures that govern the operation and administration of various programs within the organization. Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series does not contain personal data.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: For records beginning in 2020 through 2023. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center permanently.

Computer data files: Retain in Office permanently.

APPRAISAL:

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

These records have historical value based on evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 14274
TITLE: Policies and procedures manuals

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(3)(a) (2026)

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 25794 3
TITLE: Postsecondary school and state authorization registration records
DATES: 1990-2026
ARRANGEMENT: Alphabetical by school name, thereunder alphabetical by student name
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Utah Postsecondary School and State Authorization Act (Utah Code 13-34 et seq. (2026)) as mandated by Utah Code 13-2-102(2)(l) (2026). Records document the registration and authorization certificate for postsecondary schools operating in Utah. Records include, financial documents, programs offered by the postsecondary school, certification of good standing/existence, surety documents if applicable, and other records required for registration. Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series includes personal data. Personal data that may be contained in a post secondary school registration may include name, home phone number, social security number, driver license or state identification number, applicant's criminal history, social security number. The Division collects registration information to determine if an applicant meets statutory and rule registration requirements. Utah Code 13-34-201 and 302 (2026).

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: 02/2017

FORMAT MANAGEMENT:

Paper: For records beginning in 1990 through 2023. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 25794
TITLE: Postsecondary school and state authorization registration records

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2026)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(2) and (10) (2026)
Exempt

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 84050 3
TITLE: Professional fundraiser and professional fundraising consultant registrations records
DATES: i 1987-2026
ARRANGEMENT: Alphabetical by company name
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Charitable Solicitations Act (Utah Code 13-22 et seq. (2026)) as mandated by Utah Code 13-2-102(2)(f) (2026). Registration requirements for professional fundraisers and professional fundraising consultants soliciting contributions on behalf of a charitable organization in the state. Records include, contracts with charitable organizations, fundraising campaign details, financial information, and other records required for registration. Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series includes personal data. Personal data that may be contained in registration may include name, home phone number. The Division collects registration information to determine if an applicant meets statutory and rule registration requirements. Utah Code 13-22-104 and 105 (2026).

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: 07/1989

FORMAT MANAGEMENT:

Paper: For records beginning in 1989 through 2023. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 84050
TITLE: Professional fundraiser and professional fundraising consultant registrations records

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2026)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(2) and (10) (2026)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2016.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 30941 3
TITLE: Residential, vocational and life skills program registration records
DATES: 2018-2026
ARRANGEMENT: Alphanumerical by license number
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Residential Vocational and Life Skills Program Act (Utah Code 13-53 et seq. (2026)) as mandated by Utah Code 13-2-102(2)(r) (2026). Records document the registration of residential, vocational, and life skills programs operating in the State. Records include, financial documents, written disclosures, proof of insurance, and other records required for registration. Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series includes personal data. Personal data that may be contained in registration may include name, home phone number, and applicant's criminal history. The Division collects registration information to determine if an applicant meets statutory and rule registration requirements. Utah Code 13-53-103 (2026).

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/2024

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

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

These records have legal value based on the usefulness to document and protect the rights and interests of an individual or organization, to demonstrate compliance with laws and

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 30941
TITLE: Residential, vocational and life skills program registration records

(continued)

regulations, or to meet other legal needs. Specifically, Utah Code 13-53-103 (2026).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2026)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(2) and (10) (2026)

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 11776 3
TITLE: Seller telephone solicitation records
DATES: 1990-2026
ARRANGEMENT: Alphabetical by business name
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Telephone Fraud Prevention Act (Utah Code 13-26 et seq. (2026)) as mandated by Utah Code 13-2-102(2)(i) (2026). Records document the registration of sellers engaging in telephone solicitations in the State. Records include, surety documents, seller telephone scripts, business licenses, articles of incorporation, and and other records required for registration. Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series includes personal data. Personal data that may be contained in an registration may include name, home phone number, applicant's criminal history, social security number. The Division collects registration information to determine if an applicant meets statutory and rule registration requirements. Utah Code 13-26-102 (2026).

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: 09/1993

FORMAT MANAGEMENT:

Paper: For records beginning in 1990 through 2023. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 11776
TITLE: Seller telephone solicitation records

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2026)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(2) and (10) (2026)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2016.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 1477 3
TITLE: Transient vendors receipts
DATES: 1988-2013.
ARRANGEMENT: Numerical by receipt number
DESCRIPTION:

These records document the yellow copies of the State Tax Commission temporary sales tax license and special returns from transient vendors. Information includes name, vendor, address, license number, and tax information.

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 copy: 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).

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 30943 3
TITLE: Transportation network company registration records
DATES: 2015-2026
ARRANGEMENT: Alphanumerical by license number
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Transportation Network Company Registration Act (Utah Code 13-51 et seq. (2026)) as mandated by Utah Code 13-2-102(2)(p) (2026). Records document the registration of a transportation network company wanting to operate in the State. Records include, insurance policies, drug and alcohol policies, discrimination policies, and other records required for registration. Under Utah Code 63A-19-401.1 (2026), the Utah Department of Commerce hereby discloses this record series does not contain personal data.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2024

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 10 years and then delete.

Paper: For records beginning in 2015 through 2020. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

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

These records have legal value based on the usefulness to document and protect the rights and interests of an individual or organization, to demonstrate compliance with laws and regulations, or to meet other legal needs. Specifically, Utah

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 30943
TITLE: Transportation network company registration records

(continued)

Code 13-51-110 (2026).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2026)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(2) and (10) (2026)