

Retention and Classification Report

Agency: Department of Commerce. Division of Contractors (214)

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Records Officer: _____

83948	*Contractor's license law and reference book
13734	*Financial records
09998	*Publications
83949	*Service pamphlets

AGENCY: Department of Commerce. Division of Contractors

SERIES: 83948

3

TITLE: Contractor's license law and reference book

DATES: i 1957-1979.

ARRANGEMENT: Chronological

DESCRIPTION:

The Contractor's Reference Book is a reference of rules and regulations that govern the Utah contracting industry. Relevant information on Utah statutes and regulations affecting contractors are outlined and explained. Each newer addition includes the revised and updated laws and rules. The books apparently are published triennially to educate contractors of their rights and responsibilities. Exact frequency of publication is unclear because of missing issues. Holdings: 1957, 1959, 1973, 1976, 1979.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

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).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Contractors

SERIES: 13734

3

TITLE: Financial records

DATES: 1983-2013.

ARRANGEMENT: none

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.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

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

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Contractors

SERIES: 9998

3

TITLE: Publications

DATES: 1964-1985.

ARRANGEMENT: None.

DESCRIPTION:

Publications include the following titles: "Licensing Contractors, and "Roster of Contractors."

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 and then microfilm.

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

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

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Commerce. Division of Contractors

SERIES: 83949

3

TITLE: Service pamphlets

DATES: i 1981-1983.

ARRANGEMENT: Chronological.

DESCRIPTION:

The Service Pamphlets series contains informational pamphlets produced by the Division of Contractors to educate contractors on regulations and guidelines. Each pamphlet includes specific information on the laws and rules governing various aspects of the building industry. Also included are pamphlets that explain licensing and inspection procedures and agency projects and objectives. They each act as handy references for aspects of governmental regulation in the industry. Holdings: 1981, 1983, c 1982: 2 volumes.

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 achievements, policies, programs, and function.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.