

## Retention and Classification Report

**Agency:** Department of Public Safety. Regulatory Licensing Bureau (1553)

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

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**AGENCY:** Department of Public Safety. Regulatory Licensing Bureau

**SERIES:** 84339

3

**TITLE:** Authorization of emergency vehicles equipment files

**DATES:** 1987-2012.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

This file contains information regarding requests for signal lights and sirens on privately owned vehicles. This could include the application; emergency driver training certificate; letter from mayor, representative, or chief; agency correspondence; applicant correspondence and photographs. This authorization must be renewed every two years.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office until expiration of authorization and then transfer to State Records Center. Retain in State Records Center for 6 months and then destroy.

Computer data files: Retain in Office until expiration of authorization and then delete.

**APPRAISAL:**

These records have administrative, and/or legal value(s). This information is required according to the Utah Code 41-6-1.5 and Utah Rules and Regulations written in accordance with the statute.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Regulatory Licensing Bureau

**SERIES:** 84337

3

**TITLE:** Certified security guard trainers files

**DATES:** 1980-2012.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

This file insures that all security guard trainers have met the minimum qualifications prior to receiving official certification by the State of Utah. It includes the application, photograph, lesson plans, resume, firearms instruction certification, test booklets, miscellaneous certificates and diplomas, agency correspondence, miscellaneous correspondence, applicant correspondence, military papers, fingerprint cards, and any criminal history if applicable. This certification must be renewed every three years.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office until expiration of certification and then transfer to State Records Center. Retain in State Records Center for 6 months and then destroy.

Computer data files: Retain in Office until expiration of certification and then delete.

**APPRAISAL:**

These records have administrative, and/or legal value(s). Minimum qualification are outlined in the Utah Code 41-13a-(1-20) and requirements regarding certification. There are also information further defining the function and costs, etc. in the State Administrative Rules and Regulations.

**AGENCY:** Department of Public Safety. Regulatory Licensing Bureau

**SERIES:** 84337

**TITLE:** Certified security guard trainers files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. Certification, if granted

**AGENCY:** Department of Public Safety. Regulatory Licensing Bureau

**SERIES:** 85166

3

**TITLE:** Concealed Weapons Board minutes

**DATES:** 1982-2012.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records created by committees and official boards.  
Agenda, minutes, final reports, and related records documenting  
the accomplishment of official boards and committees.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**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 Office for 3 years and then transfer to State  
Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Permanent to document the history and decisions of the CWB.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Public Safety. Regulatory Licensing Bureau

**SERIES:** 85164

3

**TITLE:** Detection of Deception Board minutes

**DATES:** 1982-2012.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are records created by committees and boards.  
Agenda, minutes, final reports, and related records documenting  
the accomplishment of official boards and committees.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Regulatory Licensing Bureau

**SERIES:** 85167

1

**TITLE:** Executive correspondence

**DATES:** 1982-2012.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**RETENTION:**

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

**APPRAISAL:**

These records have historical value(s).

These records have evidentiary value and serve as a history of actions.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Public Safety. Regulatory Licensing Bureau

**SERIES:** 84372

3

**TITLE:** Investigative files

**DATES:** 1985-2012.

**ARRANGEMENT:** Alphabetical by name of company or individual  
**DESCRIPTION:**

These files are established to insure that those companies and/or persons covered by law, which are regulated by Public Safety or Regulatory Licensing, are acting in accordance with the laws which govern them. The record might include: agency correspondence, company correspondence, attorney correspondence, affidavits, subpoenas, tape recordings, board correspondence, court documents, reports, supplemental reports, other police agency reports, letters from insurance companies, Public Safety correspondence, criminal history, fingerprint cards, photographs, news paper clippings, copies of bad checks, and Attorney General correspondence.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case closed and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This information is required of this division as cited in the Utah Code 41-13A (5).

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Department of Public Safety. Regulatory Licensing Bureau

**SERIES:** 10591

3

**TITLE:** Moonwalker license files

**DATES:** 1990-2012.

**ARRANGEMENT:** Numerical by license number

**DESCRIPTION:**

The Moonwalker is a carnival ride which is regulated by the Regulatory Licensing Bureau of the Department of Public Safety, in accordance with UCA 10-8-102 (1992). These records contain applications, certifications that an individual has been trained on operating the Moonwalker, and licenses. Included with the applications are photographs, home addresses, and other personal identifiers.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office until license expires at the death of the licensee and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the agency. These licenses are not subject to renewal, but are good for the lifetime of the licensee.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Address, photograph, Social Security number, telephone number, date and place of birth, and drivers license number

**AGENCY:** Department of Public Safety. Regulatory Licensing Bureau

**SERIES:** 85165

3

**TITLE:** Security Licensing Board minutes

**DATES:** 1982-2012.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records created by committees and official boards.  
Agenda, minutes, final reports, and related records documenting  
the accomplishment of official boards and committees.

**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 2 years and then transfer to State  
Records Center. Retain in State Records Center for 1 year 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 Public Safety. Regulatory Licensing Bureau

**SERIES:** 84334

3

**TITLE:** Special hunting permits for lawfully admitted aliens

**DATES:** 1986-1991.

**ARRANGEMENT:** Alphabetical by license number

**DESCRIPTION:**

This file was established to document that someone from outside of the United States has meet the criteria to hunt in the state of Utah. To insure that the applicant has complied with the laws and the rules and regulations prior to the issuance of his/her special hunting permit. This would include the application, fingerprint cards (2), criminal history, court disposition, copy of alien registration (green card), and a photograph. This license must be renewed each year.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office until expiration of license and then transfer to State Records Center. Retain in State Records Center for 6 months and then destroy.

Computer data files: Retain in Office until expiration of license and then delete.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
The Utah Code 76-10-503(1) & (2) governs the Special Hunting Permits for lawfully admitted aliens and they expire on December 31 of each year.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Public Safety. Regulatory Licensing Bureau

**SERIES:** 10592

3

**TITLE:** Undercover officers' drivers license files

**DATES:** 1980-2012.

**ARRANGEMENT:** Alphabetical by law enforcement officer surname

**DESCRIPTION:**

These records relate to requests from federal, state, and local law enforcement agencies for alias Utah Drivers Licenses issued to their undercover officers. The files contain a letter from the agency requesting that the license be issued, and a copy of the license. The request includes the proposed alias for the officer.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years after license is returned and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Protected