

## Retention and Classification Report

**Agency:** Salt Lake City (Utah). Business Licensing and Permits Office (1555)

City & County Building  
451 South State, Room 225  
Salt Lake City, UT 84114-5458

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

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|-------|--|
| 00118 | *Burglar alarm permits                             |
| 00125 | *Business license payments                         |
| 00116 | *Business license records                          |
| 00121 | *Central Business Improvement District tax records |
| 00117 | *Certificate of license                            |
| 00124 | *Complaints  |
| 00122 | *Current business license information              |
| 00123 | *License bonds                                     |
| 00120 | *Survey of unlicensed businesses                   |
| 00119 | *Taxicab inspection records                        |

**AGENCY:** Salt Lake City (Utah). Business Licensing and Permits Office

**SERIES:** 118

3

**TITLE:** Burglar alarm permits

**DATES:** 1982-2019.

**ARRANGEMENT:** Alphabetical by business or person's name.

**DESCRIPTION:**

This is a copy of a form showing which businesses or private premises are equipped with burglar alarm systems. This record is used to monitor the consistency of activation, as fines are imposed upon units for frequent false alarms. Permits are processed by Licensing, but enforced by City Police Department. Permits are effective until alarm or business is discontinued (Salt Lake City Ordinance 20-35-1 thru 22). These permits include date permit number; name of business or resident; name address and phone number of alarm company installing alarm; names of persons to notify if alarm goes off; and type of alarm system installed.

**RETENTION:**

Retain for 7 year(s) after disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after removal of alarm system and then destroy.

**AGENCY:** Salt Lake City (Utah). Business Licensing and Permits Office

**SERIES:** 125

3

**TITLE:** Business license payments

**DATES:** 1983-2018.

**ARRANGEMENT:** None.

**DESCRIPTION:**

This an automated information system that shows payments of all business licenses. This information includes name, amount, address, date, and Central Business Improvement District payments.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/1986

**FORMAT MANAGEMENT:**

Computer magnetic storage media: Retain in Agency Record Center for 2 years and then erase.

**AGENCY:** Salt Lake City (Utah). Business Licensing and Permits Office

**SERIES:** 116

3

**TITLE:** Business license records

**DATES:** 1946-2018.

**ARRANGEMENT:** Numerical by category number.

**DESCRIPTION:**

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

**RETENTION:**

Retain for 3 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

**AUTHORIZED:** 01-17-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after business terminates and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

Optical disks: Retain in Office for 3 years after business terminates and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Business Licensing and Permits Office

**SERIES:** 116

**TITLE:** Business license records

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(f) (2008)

**AGENCY:** Salt Lake City (Utah). Business Licensing and Permits Office

**SERIES:** 121

3

**TITLE:** Central Business Improvement District tax records

**DATES:** 1983-2019.

**ARRANGEMENT:** Alphabetical by business name.

**DESCRIPTION:**

These records monitor payments levied on downtown businesses for the Central Business Improvement District. Improvements made under this special district include beautification projects, new bus docks, trees, and planters. This record includes business address, mailing address, city identification number, amount paid, and signature of responsible person.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/1986

**FORMAT MANAGEMENT:**

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

**AGENCY:** Salt Lake City (Utah). Business Licensing and Permits Office

**SERIES:** 117

3

**TITLE:** Certificate of license

**DATES:** 1979-2018.

**ARRANGEMENT:** Numerical by assigned number.

**DESCRIPTION:**

This is the city's copy of an annual certificate of license that is mailed to business owners for display in business per SLC Ordinance 20-1-15. Licenses are good for one year or any part of that year. All licenses expire on December 31 of each year and must be renewed. These licenses include type of business, commencing and expiration dates, date processed, and name and address of business.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

**AGENCY:** Salt Lake City (Utah). Business Licensing and Permits Office

**SERIES:** 124

3

**TITLE:** Complaints

**DATES:** 1983-2019.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are the actual incoming telephone messages received by an entity. They normally include date, time, names of person receiving and leaving message, and action request (e.g., return call, etc).

**RETENTION:**

Retain for 1 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

**AUTHORIZED:** 03-09-2021

**FORMAT MANAGEMENT:**

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



**AGENCY:** Salt Lake City (Utah). Business Licensing and Permits Office

**SERIES:** 122

1

**TITLE:** Current business license information

**DATES:** 1978-2018.

**ARRANGEMENT:** None.

**DESCRIPTION:**

This is automated current business license information for all businesses in Salt Lake City, such as restaurants, stores, apartment houses, attorneys, beer halls, etc. A computer printout is regularly received and shows the current status of each business. This information includes name of business, identification number, owner, address, description of business, mailing address, license status, date entered in original application date, date terminated, amount paid for license, Central Business Improvement District Information, and any pertinent information necessary for type of business.

**RETENTION:**

Retain for 2 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Computer magnetic storage media: Retain in Agency Record Center for 2 years after business license terminates and then erase.

Paper: Retain in Office for 2 years and then destroy.

**AGENCY:** Salt Lake City (Utah). Business Licensing and Permits Office

**SERIES:** 123

3

**TITLE:** License bonds

**DATES:** 1975-2018.

**ARRANGEMENT:** Alphabetical by business name.

**DESCRIPTION:**

These are bonds and insurance required by city ordinances of certain types of businesses for them to obtain a business license. Businesses required to be bonded: private detectives, pawn brokers, auctioneers, messengers, delivery services, and employment agencies. All towing and cab companies are required to have insurance. This information includes bond or insurance number, name of business, address, amount of bond or insurance, date type of business, and signatures of persons involved.

**RETENTION:**

Retain for 7 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after bond cancels, insurance expires, business closes and then destroy.

**AGENCY:** Salt Lake City (Utah). Business Licensing and Permits Office

**SERIES:** 120

3

**TITLE:** Survey of unlicensed businesses

**DATES:** 1982-2018.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are the results of an annual survey taken to monitor unlicensed businesses in Salt Lake City. These surveys include correspondence, printout of licensed businesses by address, tenant lists, business license applications, and record of unlicensed businesses.

**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:** 05/1986

**FORMAT MANAGEMENT:**

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

**AGENCY:** Salt Lake City (Utah). Business Licensing and Permits Office

**SERIES:** 119

3

**TITLE:** Taxicab inspection records

**DATES:** 1983-2018.

**ARRANGEMENT:** Chronological, thereunder Numerical by cab number.

**DESCRIPTION:**

This is a record of inspection of licensed taxicabs completed every six months to monitor meter activity and for periodic safety checks. A sticker is attached to cabs that have passed inspection. These records include license plate number, serial number, make and model of cab, and date of inspection.

**RETENTION:**

Retain for 1 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after cab is taken out of service and then destroy.