

# Retention and Classification Report

**Agency:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division (1668)  
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**Records Officer:** Chris Johnson

12522	Beer wholesaler license records
12518	Health care facility special use permit records
12519	Industrial and manufacturing special use permit records
12521	Liquor warehouse license records
12523	Manufacturer representative license records
13260	Outlet operations records
12520	Public service special use permit records
12517	Sacramental special use permit records
13257	Sales summary journal
12553	Scientific and educational special use permit records
13245	Warehouse activity report

**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 12522

4

**TITLE:** Beer wholesaler license records

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by licensee name.

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are licensee records used to verify that licensed beer wholesaler companies are in compliance with the DABC rules concerning the sale of alcoholic beverages. These requirements are also covered by UCA 32A-11-102 (1993) which lists the application requirements, UCA 32A-11-103 (1993) which covers qualifications for obtaining a liquor wholesaler license, and by UCA 32A-11-106 (1993) which contains operational restrictions for a beer wholesaler. Compliance with these laws and rules allows licensee to maintain a license. Information includes the application, brand and territorial agreement, distributorship agreement, advertising or sponsorship approvals, correspondence, compliance bond, receipts, floor plan of the facility, certificate of insurance, and copy of license. These licenses must be renewed each year. Failure to renew results in automatic forfeiture of license. Renewal fee for license is covered by UCA 32A-9-102(3) (1993).

**RETENTION:**

Retain for 3 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:** 03/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after dissolution of company after nonrenewal and then destroy.

**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 12522

**TITLE:** Beer wholesaler license records

(continued)

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the agency. These licenses are only needed if they remain active.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 12518

3

**TITLE:** Health care facility special use permit records

**DATES:** i 1988-

**ARRANGEMENT:** Alphabetical by permittee name

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

Applications, purchase orders, correspondence, receipts, and copies of license used to verify that licensed Health care facilities are in compliance with the Department of Alcoholic Beverage Control rules when purchasing different types of alcohol for a variety of medical reasons. Compliance with these laws and rules allows permittee to maintain a permit. Permits are not renewed annually, they expire only after dissolution or when illegal use requires license to be revoked.

**RETENTION:**

Retain for 3 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after dissolution or if license is revoked and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 12518

**TITLE:** Health care facility special use permit records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 12519

4

**TITLE:** Industrial and manufacturing special use permit records

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by licensee name.

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

Applications, compliance bonds, local consents, floor plan of facilities, correspondence, receipts, and copies of licenses of licenses used to verify that Industrial and Manufacturing companies working with alcohol are in compliance with the Department of Alcoholic Beverage Control rules when purchasing a variety of different alcohol substances for use in manufacturing and industrial situations. These permits are not renewed annually. They expire only after dissolution or when illegal use requires requires license to be revoked.

**RETENTION:**

Retain for 3 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after dissolution of company and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the agency. These permits are not renewed annually, and only expire after dissolution or when illegal use requires license to be revoked.

**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 12519

**TITLE:** Industrial and manufacturing special use permit records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 12521

4

**TITLE:** Liquor warehouse license records

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by licensee name.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Applications, local consents correspondence, compliance bonds, insurance documents, floor plans, receipts, and copies of licenses used to verify that licensed liquor warehouse facilities are in compliance with the Department of Alcoholic Beverage Control's rules concerning the storage of alcoholic beverages. Compliance with laws and rules allows licensee to maintain a license and it must be renewed each year. Failure to renew results in automatic forfeiture of a license.

**RETENTION:**

Retain for 3 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:** 03/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after dissolution of facility or after nonrenewal and then destroy.

**APPRAISAL:**

These records have administrative value(s). This disposition is based on the administrative needs expressed by the agency. These records only need to be retained if the license remains active.



**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 12521

**TITLE:** Liquor warehouse license records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 12523

4

**TITLE:** Manufacturer representative license records

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by licensee name.

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

Applications, lists of suppliers, correspondence, receipts, and copies of licenses used to verify that licensed liquor manufacturer representatives are in compliance with the Department of Alcoholic Beverage Control rules concerning alcoholic beverages. Compliance with these laws and rules allows licensees to maintain a license and it must be renewed each year. Failure to renew results in automatic forfeiture of a license.

**RETENTION:**

Retain for 3 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:** 03/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after dissolution of company or representative and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 12523

**TITLE:** Manufacturer representative license records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 13260

3

**TITLE:** Outlet operations records

**DATES:** 1978-

**ARRANGEMENT:** Chronological by month

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These reports document beginning and ending inventories of alcohol. The report lists this information individually by each liquor store in the state of Utah. The report contains information on the number of units sold, cost, and the retail earnings collected from the sale of alcoholic beverages. Also includes, in relation to beginning inventory amounts, the number of units and the value of each unit in dollar amounts.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). This disposition is based on the administrative and fiscal needs to maintain information on the purchase, sale, and taxation of alcoholic beverages.

**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 13260

**TITLE:** Outlet operations records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 12520

4

**TITLE:** Public service special use permit records

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by licensee name.

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

Applications, lists of flights in and out of Utah, local consents, compliance bonds, scaled floor plans, correspondence, receipts, and copies of licenses used to verify that licensed public service facilities are in compliance with the Department of Alcoholic Beverage Control rules.

\$bThese permits must be renewed each year or forfeited. The license is used to purchase alcohol for use on airlines, trains etc.

**RETENTION:**

Retain for 3 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:** 03/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after dissolution of facility or after non-renewal and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. The information is only retained if the license remains active.

**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 12520

**TITLE:** Public service special use permit records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 12517

3

**TITLE:** Sacramental special use permit records

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by licensee name

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

Applications, correspondence, payment receipts, and copies of licenses used to verify that sacramental wine permittees are in compliance with the Department of Alcoholic Beverage Control rules and with the State of Utah liquor laws for purchasing alcohol for religious purposes. Permits are not renewed annually, they expire only after dissolution of a church or when illegal use requires license to be revoked.

**RETENTION:**

Retain for 3 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:** 03/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after dissolution of church or if license revoked and then destroy.

**APPRAISAL:**

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



**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 12517

**TITLE:** Sacramental special use permit records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 13257

3

**TITLE:** Sales summary journal

**DATES:** 1970-

**ARRANGEMENT:** Chronological by month

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These reports document the total amounts of alcohol sold by each liquor store in the state of Utah. The report also contains information on profits collected and the distribution of taxes from the sale of alcoholic beverages. The school lunch program is one such program which benefits through the taxation of alcohol sales. The information is broken down by store and includes cost of goods sold, ending inventory, retail sales amounts, taxable sales, school lunch tax amounts, and total sales tax collected.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). This disposition is based on the administrative and fiscal needs to maintain information on the purchase, sale, and taxation of alcoholic beverages.

**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 13257

**TITLE:** Sales summary journal

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 12553

4

**TITLE:** Scientific and educational special use permit records

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by licensee name.

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

Applications, lists of suppliers, correspondence, receipts, and copies of licenses used to verify that scientific and educational institutions are in compliance with the Department of Alcoholic Beverage Control rules concerning the sale of alcoholic beverages for experimental purposes. These permits are not renewed annually, and do not require additional fees. They only expire after dissolution or when illegal use requires license to be revoked.

**RETENTION:**

Retain for 3 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:** 03/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after dissolution of institution or if revoked and then destroy.

**APPRAISAL:**

These records have administrative value(s). This disposition is based on the administrative needs expressed by the agency. These permits are issued permanently and do not need to be renewed. They only expire after dissolution or when illegal use requires license to be revoked.

**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 12553

**TITLE:** Scientific and educational special use permit records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 13245

3

**TITLE:** Warehouse activity report

**DATES:** 1970-

**ARRANGEMENT:** Chronological by month

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These activity reports are used by the Department of Alcoholic Beverage Control to control the storage of alcoholic beverages purchased and stored by the department. The information is maintained by the agency for inventory purposes and shows activity on all stock codes in the warehouse. Information includes stock number, bottle size, brand name, number of cases of each brand, and total cost per brand.

**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:** 09/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). This disposition is based on fiscal requirements for maintaining an inventory and activity report of alcoholic beverages purchased and sold by the state.

**AGENCY:** Department of Alcoholic Beverage Control (Utah). Licensing and Compliance Division

**SERIES:** 13245

**TITLE:** Warehouse activity report

(continued)

**PRIMARY DESIGNATION:**

Public