Retention and Classification Report

Agency: Department of Alcoholic Beverage Services. Licensing and Compliance Division (1668)
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Records Officer: _____

30615	Alcohol licenses
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AGENCY: Department of Alcoholic Beverage Services. Licensing and Compliance Division

SERIES: 30615 3
TITLE: Alcohol licenses
DATES: 2023-
ARRANGEMENT: By license type, then by date
DESCRIPTION:

These are records used to verify that applicants for alcohol licenses or permits and licensees or permittees are in compliance with Utah Code Title 32B, Alcoholic Beverage Control Act, and the Department of Alcoholic Beverage Services (DABS) administrative rules. Information includes the application, brand and territorial agreement, distributorship agreement, advertising or sponsorship approvals, correspondence, compliance bond, receipts, facility floor plan, certificate of insurance and copy of any issued license or permit. Failure to renew a license results in automatic forfeiture of license. Permits are not renewed annually and expire at varying times depending on the type of permit. These licensee records include: Airport Lounge, Arena, Bar Establishment, Beer Wholesaler, Hospitality Amenity, Hotel, Liquor Transport, Manufacturing - Beer, manufacturing - Distillery, Manufacturing - Wine, Minors Permitted Club, Off-Premise Beer, On-Premise Banquet, On-Premise Beer Retailer (Beer Recreational), On-Premise Beer Retailer (Tavern -5% or less ABV), Reception Center, Resort, Restaurant- Limited Service, Single Event Permit, Special Use - Educational, Special Use - Healthcare Facility, Special Use - Industrial & Manufacturing, Special Use - Public Service, Special Use - Religious Wine, Special Use - Scientific, Temporary Beer Event Permit. The records in this record series may collect the following personal identifying information: first & last name, home & work address, phone number, birthdate, email address, and personal identifying info about 3rd parties.

RETENTION:

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

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

AGENCY: Department of Alcoholic Beverage Services. Licensing and Compliance Division

SERIES: 30615
TITLE: Alcohol licenses

(continued)

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years after expiration of permit or license and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(3)(s)(2020)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(n)(2023)

AGENCY: Department of Alcoholic Beverage Services. 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 DABS rules concerning the sale of alcoholic beverages. These requirements are also covered by UCA 32B-13-202 (2011) which lists the application requirements, UCA 32B-13-204 (2010) which covers qualifications for obtaining a liquor wholesaler license, and by UCA 32B-13-301 (2011) 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 32B-13-203(2) (2011).

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 Services. 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 Services. 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 used to verify that Industrial and Manufacturing companies working with alcohol are in compliance with the Department of Alcoholic Beverage Services 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 Services. 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 Services. 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 Services 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 Services. 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 Services. 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 Service 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 Services. 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 Services. Licensing and Compliance Division

SERIES: 30715 1
TITLE: On-premise banquet event notices
DATES: 2023-
ARRANGEMENT: Chronological by date, thereunder alphabetically
DESCRIPTION:

These are notices received by the Department of Alcoholic Beverage Services (DABS) and provided upon request to law enforcement used to verify licensees are in compliance with Utah Code Title 32B, Alcoholic Beverage Control Act, and R82, Utah Administrative Rule. Information includes the advance notices of scheduled banquets on the premises of an on-premise banquet licensee or on-premise banquet sublicensee. These requirements are covered by Utah Code 32B-6-605 and Utah Administrative Rule R82-6-602. The notice may include the name of the host, event location, event dates, beginning and end times, number of attendees expected, designation as a private event or privately sponsored event, and control measures implemented for events over 500 people. The records in this record series may collect the following personal identifiable information: first and last name, work address, phone number, email address, and personal identifiable information about third parties. This information is collected in order to meet statutory requirements and is not used for any other purpose (Utah Administrative Rule R82-6-602(8)).

RETENTION:

Retain for 14 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 14 days after expiration of permit or license and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Alcoholic Beverage Services. Licensing and Compliance Division

SERIES: 30715
TITLE: On-premise banquet event notices

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-3-301(3)(s) (2020)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305

AGENCY: Department of Alcoholic Beverage Services. 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. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

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 Services. Licensing and Compliance Division

SERIES: 13260
TITLE: Outlet operations records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Alcoholic Beverage Services. 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 Service rules. These 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 Services. 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 Services. 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. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

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 Services. Licensing and Compliance Division

SERIES: 13257
TITLE: Sales summary journal

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Alcoholic Beverage Services. 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 Services 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 Services. 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 Services. 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 Services 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. The records in this records series do not, to the best of our knowledge, include personal identifiable information.

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 Services. Licensing and Compliance Division

SERIES: 13245
TITLE: Warehouse activity report

(continued)

PRIMARY DESIGNATION:

Public