

## Retention and Classification Report

**Agency:** Department of Alcoholic Beverage Services. Accounting Division (5)

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P.O. Box 30408  
Salt Lake City, UT 84130-0408  
801-977-6800

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

|       |                                 |
|-------|---------------------------------|
| 13857 | Check log book                  |
| 23674 | Debit memoranda                 |
| 23713 | Package agency credit memoranda |

**AGENCY:** Department of Alcoholic Beverage Services. Accounting Division

**SERIES:** 13857

4

**TITLE:** Check log book

**DATES:** 1988-

**ARRANGEMENT:** Chronological by check date.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This series lists all incoming checks payable to the department. The information is used by the auditors to ensure amounts are correct and to verify payment. Information includes payee name as it appears on check, check number, check amount, date received, and check date. The records in this record series collect the following personal identifying information: First & last name. This information is collected in order to process and verify payment and is not used for any other purpose.

**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:** 06/1996

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

This disposition is based on both administrative and fiscal requirements. The information is subject to audit within three years. However, the agency wishes to retain the list an additional year past the audit period.

**AGENCY:** Department of Alcoholic Beverage Services. Accounting Division

**SERIES:** 13857

**TITLE:** Check log book

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Alcoholic Beverage Services. Accounting Division

**SERIES:** 23674

3

**TITLE:** Debit memoranda

**DATES:** 1981-

**ARRANGEMENT:** Numerical by debit memo number

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These records are used by Alcoholic Beverage Service to debit liquor accounts for unsellable liquor that is destroyed. The debit memoranda is mailed out as an invoice for payment. Information includes debit memo number, day and month, name and address of company, Alcoholic Beverage Service's vendor number, code number, description of product, size, quantity, cost, and extended total cost. The records in this record series collect the following personal identifying information: First & last name combined with a business address. This information is collected in order to debit accounts and disburse memorandums and is not used for any other purpose.

**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:** 07/2001

**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).

**AGENCY:** Department of Alcoholic Beverage Services. Accounting Division

**SERIES:** 23674

**TITLE:** Debit memoranda

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Alcoholic Beverage Services. Accounting Division

**SERIES:** 23713

3

**TITLE:** Package agency credit memoranda

**DATES:** 1996-

**ARRANGEMENT:** Numerical by credit memorandum number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records are used by Accounting to credit package agency accounts for credit card sales by contract selling agencies as part of their liquor sales. The copy is mailed out and the agency deducts the amount from the next payment. Information includes the credit memo number, date, package agency number, name and address, settlement number, and amount. The records in this record series collect the following personal identifying information: First & last name combined with a business address. This information is collected in order to process credits and to disburse memorandums and is not used for any other purpose.

**RETENTION:**

Retain for 3 year(s) and 6 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 18 months and then transfer to State Records Center. Retain in State Records Center for 24 months and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**AGENCY:** Department of Alcoholic Beverage Services. Accounting Division

**SERIES:** 23713

**TITLE:** Package agency credit memoranda

(continued)

**PRIMARY DESIGNATION:**

Public