Retention and Classification Report

Agency: Department of Commerce. Division of Consumer Protection (212)

P.O. Box 146704
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801-530-6601

Records Officer: _____

09243	Business opportunity disclosure records
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84050	Professional fundraiser and professional fundraising counsel
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AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 9243 3
TITLE: Business opportunity disclosure records
DATES: 1979-
ARRANGEMENT: Alphabetical by company name
ANNUAL ACCUMULATION: 6.00 cubic feet.
DESCRIPTION:

The Division of Consumer Protection administers the Business Opportunity Disclosure Act and documents the assisted marketing plans of sellers (Utah Code 13-15-4(1)(2010)). Records document the annual plan submissions and exemption filings, which may include applications, company financial statements, individual disclosure statements, progress notes, annual reports, legal orders, notices of exemption, and related correspondence.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1989

FORMAT MANAGEMENT:

Paper: For records beginning in 2017 and continuing to the present. Retain in Office until end of the calendar year and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

Paper: For records prior to and including 2016. Retain in Office until end of calendar year and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 9243
TITLE: Business opportunity disclosure records

(continued)

APPRAISAL:

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

RETENTION JUSTIFICATION:

Utah Code 13-15 (2010) specifies that documentation is required for these disclosure files.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2016.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 30291 1
TITLE: Case file evidence
DATES: 2016-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

The Division of Consumer Protection administers and enforces legislative acts created to protect consumers' interests (Utah Code 13-2-1(2)(2015)). These records document complaints filed with the Division against companies and individuals, and resulting investigations, and may include complaint planning/tracking records, financial documentation, case notes, photographs, video recordings, and records related to violations, final actions, and advice given to consumers. This does not include core case information described in a separate retention schedule.

RETENTION:

Retain for 10 year(s) after case is closed

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 10 years after case is closed and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10)(2021), 63G-2-305(21)

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 30291
TITLE: Case file evidence

(continued)

SECONDARY DESIGNATION(S):

Private.	Utah Code 63G-2-302(2)(d)(2021)
Exempt.	Utah Code 63G-2-201(3)(b)(2019), 13-11-7(2)(1987)

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 9248 3
TITLE: Charitable organization records
DATES: i 1987-
ARRANGEMENT: Alphabetical by company name.
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Charitable Solicitations Act (Utah Code 13-22-2(2017)). Records document the charitable organizations that have registered to solicit contributions (Utah Code 13-22-6(2015)) and include applications and registration documents, as well as the organization's articles of incorporation, bylaws, audit reports, financial disclosures, annual reports, and fund-raising plans.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/2017

FORMAT MANAGEMENT:

Paper: Retain in Office until end of the calendar year and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records document the types of causes for which people raise and donate money and they demonstrate the effort that the government makes to protect its citizens from being defrauded.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 9248
TITLE: Charitable organization records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt. Utah Code 63G-2-201(3)(b)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 29146 3
TITLE: Closed postsecondary school student records
DATES: 2017-
ARRANGEMENT: Alphabetical by school name, thereunder alphabetical by student name.
DESCRIPTION:

These records support the agency's function to protect students of both accredited postsecondary schools authorized by the Division to operate in Utah, as well as non-accredited postsecondary proprietary schools registered with the Division. These are student records retained by the Division upon closure of a school, in accordance with Utah Code 13-34a-207(2017) for authorized schools, and Utah Code 13-34-109(2002) for registered schools. Records include student transcripts, and may also include enrollment agreements, financial information, course description, credits completed, and other data pertinent to students' attendance at the school.

RETENTION:

Retain for 60 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2017

FORMAT MANAGEMENT:

Paper: Retain in Office until end of calendar year and then transfer to State Records Center. Retain in State Records Center for 60 years and then destroy.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 29146
TITLE: Closed postsecondary school student records

(continued)

Retention for this series is based on Utah Administrative Code R152-34a-302(1)(d)(i)(2017), which states that postsecondary schools which hold a certificate of authorization shall maintain each student's transcript for a period of 60 years from the student's last attendance.

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99 (2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 9245 3
TITLE: Complaint case files
DATES: 1983-
ARRANGEMENT: Alphabetical by company name, thereunder chronological by year.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

The Division of Consumer Protection administers and enforces legislative acts created to protect consumers' interests (Utah Code 13-2-1(2)(2015)). These records document complaints filed with the Division against companies and resulting investigations, and may include complaint planning/tracking records, financial documentation, case notes, photographs, and records related to violations, final actions, and advice given to consumers. This does not include core case information, which is in a separate series (Core case information) beginning in 2022.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Investigation records, GRS-1733.

AUTHORIZED: 03-21-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after after case is closed and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office for 7 years after case if closed and then delete.

Microfilm duplicate: For records prior to and including 2016. Retain in State Records Center for 7 years and then destroy.

Microfilm master: For records prior to and including 2016. Retain in State Records Center for 7 years and then destroy.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 9245
TITLE: Complaint case files

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10)(2015)

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 30292 1
TITLE: Core case information
DATES: 2016-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

The Division of Consumer Protection administers and enforces legislative acts created to protect consumers' interests (Utah Code 13-2-1(2)(2015)). These records document complaints filed with the Division against companies and individuals, and resulting investigations, and include identifying information for complainants and respondents, investigator case notes, records of legal actions taken, and amounts paid in settlements or penalties. These records are generally maintained in a case management system. This does not include case file evidence which is described in a separate retention schedule.

RETENTION:

Retain for 25 year(s) after case is closed

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 25 years after case is closed and then delete.

APPRAISAL:

These records have administrative value(s).

Agency needs to retain core complaint case file information for 25 years to refer to historical actions in the case of new complaints.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 30292
TITLE: Core case information

(continued)

PRIMARY DESIGNATION:

Protected	Utah Code 63G-2-305(10)(2021), 63G-2-305(21)

SECONDARY DESIGNATION(S):

Private.	Utah Code 63G-2-302(2)(d)(2021)
Exempt.	Utah Code 63G-2-201(3)(b)(2019), 13-11-7(2)(1987)

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 11775 3
TITLE: Credit service organization registration records
DATES: 1991-
ARRANGEMENT: Alphabetical by company name
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Credit Services Organizations Act (Utah Code 13-2-1(2)(2015)). Records document the registration, performance bonds, and letters of credit required for credit services organizations to do business in Utah (Utah Code 13-21-3.5 and 4(1994)). Records may include applications, investigative notes, and copies of business licenses, articles of incorporation, and other records required for registration.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2017

FORMAT MANAGEMENT:

Paper: Retain in Office until end of calendar year and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 11775
TITLE: Credit service organization registration records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 27749 3
TITLE: Debt management services application records
DATES: 2007-
ARRANGEMENT: alphabetical by name
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Uniform Debt Management Services Act (Utah Code 13-2-1(2)(2015)). Records document the registration required to provide debt-management services in Utah (Utah Code 13-42 (2006)). Records may include debt management company applications, articles of incorporation, financial statements, insurance policies, employee resumes, background checks, client contracts, educational materials, and the company's non-profit, tax exempt (501(c)(3)) documentation.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2011

FORMAT MANAGEMENT:

Paper: Retain in Office until the end of the calendar year and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 27749
TITLE: Debt management services application records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2016.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 84037 3
TITLE: Health spa bond and letter of credit records
DATES: i 1987-
ARRANGEMENT: Alphabetical by company name
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Health Spa Services Protection Act (Utah Code 13-2-1(2)(2015)). Records document the registration, performance bonds, and letters of credit required for health spas to do business in Utah (Utah Code 13-23-5 (2014)). Records may include complaints and related correspondence.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2017

FORMAT MANAGEMENT:

Paper: Retain in Office until until end of fiscal year and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 84037
TITLE: Health spa bond and letter of credit records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 1488 3
TITLE: Housekeeping correspondence
DATES: 1988-
ARRANGEMENT: Alphabetical by subject.
DESCRIPTION:

Records that are general in nature and do not relate directly to primary program responsibilities of an office or agency. Letters of appreciation, congratulations, charity fund, parking assignments, etc.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

AUTHORIZED: 11-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 28773 3
TITLE: Immigration consultant registration records
DATES: 2012-
ARRANGEMENT:
DESCRIPTION:

These records support the agency's function to register all consultants who receive compensation for providing nonlegal advice regarding immigration issues. This does not include those authorized to practice law or represent in federal processes. (Utah Code 13-49-201(2015)). Records include applications, contracts, service price lists, and any records related to the review and approval of a consultant's status.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2016

FORMAT MANAGEMENT:

Paper: Retain in Office until the end of the calendar year. and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 28773
TITLE: Immigration consultant registration records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2016.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 30126 3
TITLE: Internet service provider disclosures
DATES: 2018-
ARRANGEMENT: Chronological.
DESCRIPTION:

Disclosures provided by internet service providers regarding their ability to block content as stipulated under Utah Code 76-10-1230 and 76-10-1231 (2019).

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/2021

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).

These disclosures are collected every other year. The agency has determined that a 10 year total retention (8 years after superseded) establishes a sufficient length of time for auditing and review purposes.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 30126
TITLE: Internet service provider disclosures

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 9246 3
TITLE: Legal case files
DATES: i 1980-
ARRANGEMENT: Alphabetical by company name
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

These files document information and legal records necessary to prosecute cases. The court case is tried by the State Attorney General's office, a private attorney, or the division's adjudicative hearing judge. Further civil action can be taken if the plaintiff does not agree with the decision. Information includes complaints, case summaries, supplemental reports, action checklists, investigative reports and notes, legal papers, affidavits, depositions, findings of fact, conclusions of law, summons, judgments, orders, and correspondence. Some files may also contain exhibits, but these are limited to photocopies of contracts, checks, receipts, invoices, and newspaper advertisements.

RETENTION:

Permanent. Retain for 15 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/2001

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 15 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 9246
TITLE: Legal case files

(continued)

APPRAISAL:

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

These records have legal and administrative value to the department.

PRIMARY DESIGNATION:

Protected

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 1495 3
TITLE: Minutes
DATES: 1988-
ARRANGEMENT: None
DESCRIPTION:

Records created by a committee or conference, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recordings if minutes are not taken.

RETENTION:

Permanent. Retain for 1 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 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 1495
TITLE: Minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 28967 3
TITLE: Pawnshop and secondhand business transaction records
DATES: 2004-
ARRANGEMENT: Database
DESCRIPTION:

The Division of Consumer Protection administers the central records repository created under the Pawnshop and Secondhand Merchandise Transaction Information Act (Utah Code 13-32a-105 (2009)). Records document the transactions of pawn and secondhand businesses and coin dealers and identify articles of property pawned or sold to dealers.

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: 02/2017

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(46)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 27836 3
TITLE: Pawnshop and secondhand merchant registration records
DATES: 2005-
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Pawnshop and Secondhand Merchandise Transaction Information Act (Utah Code 13-2-1(2)(2015)). Registration records document entities that have access to the central records repository, including pawn and secondhand businesses, coin dealers, and law enforcement agencies (Utah Code 13-32a-105 (2009)).

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2017

FORMAT MANAGEMENT:

Paper: For records beginning in 2017 and continuing to the present. Retain in Office until end of the calendar year and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

Paper: For records prior to and including 2016. Retain in Office until the end of the calendar year and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 27836
TITLE: Pawnshop and secondhand merchant registration records

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 14274 3
TITLE: Policies and procedures manuals
DATES: 1992-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Policies and procedures that govern the operation and administration of various programs within the organization.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 25794 3
TITLE: Postsecondary school authorization records
DATES: 2003-
ARRANGEMENT: Alphabetical by school name, thereunder alphabetical by student name.
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Utah Postsecondary Proprietary School Act (Utah Code 13-34(2002)) and the Utah Postsecondary School State Authorization Act (Utah Code 13-34a(2014)). Records document the certified registration and authorization of private postsecondary schools that wish to operate, advertise, or recruit students throughout the state. Registration includes school facility and tuition documentation, operational and fiscal history, graduation and enrollment requirements, and other related records.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 25794
TITLE: Postsecondary school authorization records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 84050 3
TITLE: Professional fundraiser and professional fundraising counsel or consultant registrations
DATES: i 1987-
ARRANGEMENT: Alphabetical by company name
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Charitable Solicitations Disclosure Act (Utah Code 13-2-1(2)(2015)). Records document professional organizations that have registered for permits to solicit contributions for multiple charities (Utah Code 13-22-9(2013)) and include applications and permits, as well as the organization's articles of incorporation, bylaws, audit reports, financial disclosures, annual reports, contracts, and fund-raising plans.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1989

FORMAT MANAGEMENT:

Paper: For records beginning in 2017 and continuing to the present. Retain in Office until the end of the calendar year and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

Paper: For records prior to and including 2016. Retain in Office until the end of the calendar year and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 84050
TITLE: Professional fundraiser and professional fundraising counsel or consultant registrations

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2016.

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 11776 3
TITLE: Telephone solicitation registration records
DATES: 1990-
ARRANGEMENT: Alphabetical by business name
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

The Division of Consumer Protection administers and enforces the Telephone and Facsimile Solicitation Act and the Telephone Fraud Prevention Act (Utah Code 13-2-1(2)(2015)). Records document the registration, performance bonds, letters of credit, and ongoing monitoring of telemarketing firms, and may include telephone scripts, business licenses, articles of incorporation, completed application forms, and staff investigative notes.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1993

FORMAT MANAGEMENT:

Paper: Retain in Office until the end of calendar year and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 11776
TITLE: Telephone solicitation registration records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2016.