

## Retention and Classification Report

**Agency:** Department of Commerce. Division of Professional Licensing (742)

160 East 300 South  
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**Records Officer:** \_\_\_\_\_

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**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9725

3

**TITLE:** Accounting firms licensing files

**DATES:** 1980-

**ARRANGEMENT:** Chronological by license number.

**DESCRIPTION:**

These files document applications, registrations, and licenses for accounting firms. Information includes business name, address, employment history, expenditures, and telephone numbers.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9725

**TITLE:** Accounting firms licensing files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-301(2)(r), 63G-2-302(2)(d) (2008), at-risk govt. employees  
63G-2-303

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9766

3

**TITLE:** Acupuncture practitioner licensing files

**DATES:** 1978-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document applications, registrations, and licenses for individuals practicing acupuncture. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to be at least 21 years of age, be residents of the state of Utah, be high school graduates, and complete at least two years of postsecondary education with emphasis in biology and human anatomy. Furthermore, applicants are required to complete an approved education course of at least two years in acupuncture, and 500 hours of postgraduate training under the supervision of a licensed acupuncture practitioner. Successful applicants must then pass an examination approved by the Acupuncture Board and pay a fee determined by the Department of Commerce. Information includes name, social security number, gender, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9766

**TITLE:** Acupuncture practitioner licensing files

(continued)

State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9277

3

**TITLE:** Administrative hearing files

**DATES:** 1930-

**ARRANGEMENT:** Numerical by case number, thereunder by year

**DESCRIPTION:**

These files document disciplinary action taken against licensees or non-licensees by the Department of Commerce, Division of Occupational and Professional Licensing. The Division of Occupational and Professional Licensing may direct disciplinary action or refuse to renew licenses for unprofessional conduct, or moral turpitude (UCA 58-1-15 (1992)). The division must comply with the requirements of the Administrative Procedures Act before initiating disciplinary action against a licensee (UCA 58-1-16 (1992)).

**RETENTION:**

Permanent. Retain for 60 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Administrative hearing records, GRS-1655.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 55 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in the activities of the Department of Commerce, Division of Occupational and Professional Licensing.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9277

**TITLE:** Administrative hearing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63-2-301(2)(o) applies to final order terminating diversion

**SECONDARY DESIGNATION(S):**

Exempt.	UCA 58-55-307 (2008), and UCA 58-1-404(10) (2008)
Protected.	UCA 63G-2-305(9)
Controlled.	UCA 63G-2-304

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81168

3

**TITLE:** Administrative hearing files index

**DATES:** 1948-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

This is a finding aid for finding a license file from the nurse's name.

These files include the name, license number, and a note of any disciplinary action taken against the nurse.

**RETENTION:**

Retain until expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until related license files are disposed of and then destroy.

**APPRAISAL:**

These records have administrative value(s).

As finding aids to the license files, these records must be kept as long as the related file is kept.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81194

3

**TITLE:** Administrative rule analysis files

**DATES:** 1977-

**ARRANGEMENT:** Alphabetical by name of related profession.

**DESCRIPTION:**

Proposal by agency to adopt a new administrative rule or change an existing rule.

The information includes the agency name and address, the contact person, the rule title, a summary of the rule or change and the reason for it, the anticipated cost impact, the type of notice, a justification for a 120 day rule, any applicable state or federal mandate, the means of public comment (at public hearing, by appearing at the agency, or by written comment) the period for comments, the signature of the agency head or designee, the date the notice was signed, the date and time the notice was received in the Office of Administrative Rules and the name of the person receiving it, the dates the 120 day rules become effective and lapse, and the Office of Administrative Rules and the originating agency's numbers.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

The rulemaking function of the bureau is part of its policy setting activities. As a result, this is a document of long-term interest and should be retained permanently.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81194

**TITLE:** Administrative rule analysis files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9977

3

**TITLE:** Advanced practice registered nurse licensing files

**DATES:** 1982-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for Nurse Practitioners. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit a written, verified statement that they are in good mental and physical health, of good moral character, and have completed a state approved registered nurse education program. Nurse practitioners practice under written criteria, jointly developed with a consulting physician to diagnose and treat common illnesses and injuries. Nurse practitioners may, under the direct supervision of the consulting physician, administer local anesthetics and prescribe medication in accordance with agreements submitted and approved by the Interdisciplinary Board. This board is appointed by members of the State Board of Nursing. Information includes name, social security number, mailing and business address, residence, telephone number, gender, birthdate and birthplace, physical characteristics, educational background, and endorsements. Also, applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9977

**TITLE:** Advanced practice registered nurse licensing files

(continued)

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

Microfilm master: Retain in Archives for 10 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Applicants not yet licensed, medical information, social security number, and denials/at-risk govt. employees 63G-2-303

Exempt. UCA 58-1-106(2)and(3)(2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17491

3

**TITLE:** Aesthetician licensing files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by license number

**DESCRIPTION:**

The purpose of this record series is to document that the applicant has met all requirements for licensure. This record series will include license information for Estheticians, Master Estheticians, Esthetician Instructors and Esthetician schools. These documents contain such information as applicant's name, address, social security number, telephone number, work experience, education, transcripts and date of birth.

**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:** 06/2006

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years.

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17491

**TITLE:** Aesthetician licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 84336

3

**TITLE:** Alarm company agents licensing files

**DATES:** 1983-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 20.00 cubic feet.

**DESCRIPTION:**

This file is required by UCA 58-65 (1992) which states that no individual may function as an alarm agent or perform the duties of an alarm agent unless the individual possesses a valid identification card. Following receipt for application for licensure the division shall review the application for completeness and whether facts stated in the application are true, and shall compare the fingerprints of the applicant with fingerprints filed with the Bureau of Criminal Identification to determine if the individual fingerprinted has any recorded convictions. This series includes the application, fingerprint cards (2), photograph, agency correspondence, and criminal history. This license must be renewed every two years.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 84336

**TITLE:** Alarm company agents licensing files

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 84335

3

**TITLE:** Alarm company licensing files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This license is required in the State of Utah before a company may engage in or operate an alarm business. The information is required to determine if the applicants qualifications are in accordance with the law and rules and regulations. This could include the application, fingerprint cards (2), corporation/DBA papers, contractors licensing/waiver letter, criminal history rap sheet, agency correspondence, company correspondence, and a copy of current license or certificate in the case of a renewal. These licenses must be renewed every two years.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 84335

**TITLE:** Alarm company licensing files

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17321

3

**TITLE:** Alternative dispute resolution provider license files

**DATES:** 1991-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are applications and licenses for dispute resolution licensees. Applicants are required to meet criteria for licenses. Information includes name, address, transcripts, birth date, and work experience.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17321

**TITLE:** Alternative dispute resolution provider license files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 12625

3

**TITLE:** Application packet requests

**DATES:** 1993-

**ARRANGEMENT:** Alphabetical by application type

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These records document requests for applications for the professions and occupations regulated by the Division of Professional and Occupational Licensing. Persons requesting applications are placed in contact with the National Assessment Institute (NAI), an entity under contract with the Division. The NAI is responsible for mailing application information to individuals making requests. The NAI compiles statistical reports from these requests before they are destroyed. Information includes name, mailing address, application types, and requests.

**RETENTION:**

Retain for 6 month(s) or for 0

**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 6 months or until statistical reports are compiled and then destroy.

**APPRAISAL:**

These records have administrative value(s).



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 12625

**TITLE:** Application packet requests

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Name, social security number, address (UCA 63G-2-302(2)(d) (2008))

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17390

3

**TITLE:** Apprentice electrician licensing files

**DATES:** 1995-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These are applications and licenses for apprentice electricians. Applicants must meet criteria for licenses. (UCA 58-1-301 (2005)). Information includes name, address, birthdate, education, and work experience.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17390

**TITLE:** Apprentice electrician licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(d) (2008),at-risk govt. employees 63G-2-303

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17369

3

**TITLE:** Apprentice plumber licensing files

**DATES:** 1990-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These are applications and licenses for apprentice plumbers. Applicants must meet criteria for licenses. (UCA 58-1-301 (2005). Information includes name, address, birthdate, education, and work experience.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17369

**TITLE:** Apprentice plumber licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(d) (2008), at-risk govt. employees 63G-2-303

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9760

3

**TITLE:** Architect licensing files

**DATES:** ca. 1970-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document applications, registrations, and licenses for architects. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit an application, be of good moral character, provide evidence of a bachelor's or master's degree from an accredited educational institution, complete a program of diversified practical experience in accordance with a schedule determined by the Architects Licensing Board, pay a fee determined by the Department of Commerce, and pass an examination determined by the board. Information includes name, social security number, mailing and business address, gender, birthdate and birthplace, physical characteristics, and educational background. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9760

**TITLE:** Architect licensing files

(continued)

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
The records of licensed architects in the state have been deemed relevant to research on the buildings built.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-302(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-301(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 23687

3

**TITLE:** Athlete Agent licensing files

**DATES:** 2001-

**ARRANGEMENT:** Numerical by license number.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

The purpose of this record series is to document that the applicant has met all requirements for licensure. This file contains such information as applicant's name, address, social security number, telephone number, work experience, education, transcripts and date of birth.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 23687

**TITLE:** Athlete Agent licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 26197

3

**TITLE:** Athletic trainer licensing files

**DATES:** 2006-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

The records in this series are collected in the process of issuing licenses to athletic trainers. The purpose of the records in this series is to document that applicants have met all requirements for licensure. Data contained in this series includes names, addresses, social security numbers, telephone numbers, work experience, education, transcripts, and date of birth. Records in this series are governed by UCA Title 58, Chapter 40a (2006).

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 26197

**TITLE:** Athletic trainer licensing files

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Exempt. UCA 58-1-106(2) and 58-1-106(3) (2008), at-risk govt. employees 63G-2-303  
Private. UCA 63G-2-302(1)(b) and 63G-2-302(2)(d) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81193

3

**TITLE:** Attorney General's opinions

**DATES:** 1934-

**ARRANGEMENT:** alphabetical by case name

**DESCRIPTION:**

These are legal interpretations written by the Attorney General's office upon request by the Division to guide them in enforcing and obeying the law. Information includes opinions, requests for opinions, request number, date of the request, subject of the request, facts of the case, and the Attorney General's conclusion.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, and/or historical value(s). A copy of Attorney General's opinion are kept by that office and permanent retention should be there. These opinions are also published in the Utah Bulletin. Within two years, the opinion should be incorporated into a policy document. This office can dispose of its copy after its administrative value has ended.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81193

**TITLE:** Attorney General's opinions

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81231

3

**TITLE:** Automated license management system/ license manager system

**DATES:** 1975-

**ARRANGEMENT:** none

**DESCRIPTION:**

This automated data system contains information on individuals who hold professional licenses in the state. It allows the staff to input and access information on license holders, both current and historical, and on licensee test scores and fee transactions.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Computer magnetic storage media: Retain in Office until updated and then erase.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(r) 2014 and Utah Code 63G-2-302(2)(d) 2014

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81231

**TITLE:** Automated license management system/ license manager system

(continued)

Exempt. UCA 58-1-106(2)and(3) 2008

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 26733

3

**TITLE:** Board and committee files

**DATES:** 1941-

**ARRANGEMENT:** Alphabetical by title of board or committee thereunder chronological

**DESCRIPTION:**

These records are created and maintained by official boards or advisory committees. The information gathered relates to executive establishment, organization, membership, and policy of each board or committee. Records include agendas, meeting minutes, final reports, correspondence, and related records documenting activities and accomplishments.

**RETENTION:**

Permanent. Retain for 3 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 Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
The records have historical value as they document the activities and accomplishments of boards and committees established under the Division of Occupational and Professional Licensing.



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 26733

**TITLE:** Board and committee files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 16692

4

**TITLE:** Board and committee meeting minutes

**DATES:** 1977-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These files document minutes of boards and advisory committees set up for each licensed occupation or profession. More than sixty occupations and professions are licensed and each one has its own board or advisory committee. Some professions may also have a peer advisory committee established pursuant to UCA 58-1-203(1)(f). These boards are charged with recommending rules and policies, establishing passing scores for examinations for license applicants, screening applicants and recommending licensing renewal or reinstatement, and assisting in the establishment of standards for students or trainees to become qualified for a license. Information includes date and place of meeting, time of the meeting, individuals present, topics discussed, and decisions reached. This series also includes copies of posted board and committee meeting agendas beginning in March, 2008.

**RETENTION:**

Permanent. Retain for 5 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:** 03/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 16692

**TITLE:** Board and committee meeting minutes

(continued)

authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
As policy-making entities, the record of the meetings of these  
boards is of long-term research value.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(22) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2018.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 26726

3

**TITLE:** Board and committee meeting recordings

**DATES:** 2004-

**ARRANGEMENT:** Alphabetical by title thereunder chronological

**DESCRIPTION:**

This series contains audio recordings of board and committee meetings. They are used to create the official written minutes for each meeting.

**RETENTION:**

Retain for 3 year(s) after approval of minutes

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Compact disc: Retain in Office for 3 years after approval of written minutes and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(32)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 26339

3

**TITLE:** Board member orientation training records

**DATES:** 1988-

**ARRANGEMENT:** Chronological by year of training

**DESCRIPTION:**

The division conducts an annual new board member orientation for those recently appointed to one of DOPL's professional/occupational licensing boards. This file includes a listing of attendees, agenda, orientation and records manual, and orientation memos. Records created by an agency sponsoring a conference, workshop, or seminar. Information may include copies of conference agenda, programs, brochures, reports, advertising information for the conference, presentations, speeches, significant correspondence, and related material.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Conference sponsorship files, GRS-1700.

**AUTHORIZED:** 10-01-2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 26339

**TITLE:** Board member orientation training records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. 63G-2-302 (2) (d)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 18720

3

**TITLE:** Building code training class files

**DATES:** 1995-

**ARRANGEMENT:** Chronological by training class date

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These files document information used in building code training seminars which are held throughout the State of Utah. UCA 58-56(3)(a) (1995), states that the Division of Occupational and Professional Licensing will conduct building code training classes. Information includes agendas, class rosters, evaluations, and miscellaneous documentation.

**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:** 03/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 18720

**TITLE:** Building code training class files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 58-56-9(a)(i)(ii) (2008)



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17391

3

**TITLE:** Building inspector licensing files

**DATES:** 1993-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are applications and licenses for building inspectors. Applicants must meet criteria for licenses. (UCA 58-1-301 (2005)). Information includes name, address, birthdate, education, and work experience.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17391

**TITLE:** Building inspector licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 11558

3

**TITLE:** Building permit fee surcharge collections quarterly reports

**DATES:** 1991-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name of compliance agency

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These reports document surcharge collections for building permits. These funds are used for training, education, and exam preparation for building inspectors. Compliance agencies are required to submit these reports to the Department of Commerce, Division of Occupational and Professional Licensing on a quarterly basis (UCA 58-56-9(3)(b) (1991)). The division uses this information to determine the amount of funds being collected in order to ascertain the amount of money that can be expended for training. Information includes name, contact person of compliance agency, surcharge compilations, signatures, position information, and preparation date.

**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:** 12/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Microfiche master: Retain in Archives for 5 years and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 11558

**TITLE:** Building permit fee surcharge collections quarterly reports

(continued)

**APPRAISAL:**

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

This disposition is based on the secondary historical value to researchers interested in business and economic activity in Utah and the needs expressed by the agency which allows for all required audits.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 26689

3

**TITLE:** Cancellation of licensure files

**DATES:** 2001-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

This series documents the cancellation of a license due to a licensee's failure to pay for a returned check in a timely manner. Records include returned checks of licensee, notifications to licensee, any payments made, proceeding to cancel a license due to non-payment of returned check, and order of dismissal if the returned check is paid in full to the division. Information includes licensee's name, mailing address, and banking information.

**RETENTION:**

Retain for 3 year(s)

**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 3 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 26689

**TITLE:** Cancellation of licensure files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

Exempt. UCA 58-1-106(2),(3)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81198

3

**TITLE:** Certification of fulfillment of continuing education requirements for all division licensees

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These are certificates filed by licensees under division rules certifying that they are continuing to receive professional education in order that their license may be renewed. The information includes name, address, and telephone number of the licensee; the license number; the date the license was issued; the date of the course; the name of the course; the location of the course; the course sponsor; the number of continuing education hours credited; the area of study involved; and the licensee's signature and date of signature.

**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:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years or until scanned and quality checked and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

These records are used to renew licenses. The renewal period is for two years. After that time, the record can be destroyed.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81198

**TITLE:** Certification of fulfillment of continuing education requirements for all division licensees

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9740

3

**TITLE:** Certified court reporters licensing files

**DATES:** 1945-

**ARRANGEMENT:** Numerical by license number.

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records document applications, registrations, and licenses for certified shorthand reporters. Information includes name, social security number, birthplace and birthdate, and educational background.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9740

**TITLE:** Certified court reporters licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9978

3

**TITLE:** Certified nurse midwife licensing files

**DATES:** 1986-

**ARRANGEMENT:** Numerical by license number

**DESCRIPTION:**

These files document applications, registrations and licenses for Nurse Midwiferies (CNM). The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit a written, verified statement that they have been licensed by the state of Utah as a registered nurse and have completed a certified nurse midwifery education program. Upon the successful completion of a written examination, the Division of Occupational and Professional Licensing issues a license to practice certified nurse midwifery. Certified nurse midwiferies must renew their licenses biennially and the Department of Commerce collects fees for applications, reexaminations, letters of certification, and applications for temporary permits (UCA 58-44-7 (1991)). Information includes name, social security number, mailing and business address, residence, telephone number, gender, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9978

**TITLE:** Certified nurse midwife licensing files

(continued)

then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81199

3

**TITLE:** Certified public accountant certification file pending licensure/ application for licensure, certification or registration

**DATES:** 1974-

**ARRANGEMENT:** Numerical by license number

**DESCRIPTION:**

These are the files of applicants for CPA licenses who have passed all of the qualifications for a CPA license except for the experience requirement under UCA 58-26-6(2). These files include license application and references. Information includes the applicant's name, address, telephone number, date of birth, place of birth, educational background, and references.

**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:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years or until certification has been completed and then transfer to the appropriate license file.

**APPRAISAL:**

These records have administrative value(s).  
Until the applicant receives the necessary experience, the CPA license cannot be issued. Some applicants never complete the necessary experience. A maximum three year retention will allow sufficient time for those applicants who intend to pursue the license to receive the necessary experience yet allow the staff to weed out the applications of those who do not intend to follow through.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81199

**TITLE:** Certified public accountant certification file pending licensure/ application for licensure, certification or registration

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

Exempt. UCA 58-1-106(2)and(3) 2003

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9724

3

**TITLE:** Certified public accountant licensing files

**DATES:** 1906-

**ARRANGEMENT:** Numerical by license number.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document applications, registrations, and licenses for certified public accountants. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit an application, be of good moral character, pay a fee determined by the Department of Commerce, and pass a written qualification examination and submit to an oral interview by the Utah Board of Accountancy (UCA 58-26a-302 (2005)). Information includes name, social security number, mailing and business address, residence, gender, birthdate and birthplace, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9724

**TITLE:** Certified public accountant licensing files

(continued)

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

**APPRAISAL:**

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

The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17374

3

**TITLE:** Certified registered nurse anesthetist licensing files

**DATES:** 1995-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are applications and licenses for certified registered nurse anesthetists. Applicants must meet criteria for licenses. (UCA 58-1-301 (2005)). Information includes name, address, birthdate, education, and work experience.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17374

**TITLE:** Certified registered nurse anesthetist licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 10503

3

**TITLE:** Certified social worker licensing files

**DATES:** 1970-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses to certified social workers. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to provide evidence of a master's degree in social work from an accredited educational institution, be of good moral character, pass an examination in social work under the guidance of the Division of Occupational and Professional Licensing, and pay a fee determined by the Department of Commerce. Information includes name, social security number, mailing and business address, residence, telephone number, gender, birthdate and birthplace, physical characteristics, and educational background. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 10503

**TITLE:** Certified social worker licensing files

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9968

3

**TITLE:** Chiropractic physician licensing files

**DATES:** 1942-

**ARRANGEMENT:** Numerical by license number

**DESCRIPTION:**

These files document applications, registrations, and licenses for Chiropractors. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit a written, verified statement conforming to the guidelines prescribed by the Chiropractors Licensing Board. Applicants are restricted to specific areas of rehabilitative procedures that include vertebral adjustment, manipulation, and treatment of the articulation and adjacent tissues of the spinal column and musculoskeletal structure of the body and nervous system. Applicants are forbidden to perform major and minor surgery, prescribe or administer drugs, treat cancer, practice obstetrics, and prescribe or administer x-ray therapy. X rays may be used for diagnostic purposes only. Applicants are required to be graduates of an accredited chiropractic college or university with specific preprofessional education emphasizing biology and chemistry. Applicants pay a fee determined by the Department of Commerce, must be 21 years of age, be of good moral character, and have completed at least two years of general study in a college or university. In addition, applicants must be physically and mentally able to safely engage in chiropractic care, must not have been guilty of unprofessional conduct, and have passed an examination under the direction of the Department of Commerce. Included are name, social security number, mailing and business address, residence, telephone number, gender, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9968

**TITLE:** Chiropractic physician licensing files

(continued)

**APPROVED:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 14414

4

**TITLE:** Citation records

**DATES:** 1992-

**ARRANGEMENT:** Numerical by citation.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This series documents violations of state business statutes. Information includes: violator's response, citation issued, violator identification information, and description of offense.

**RETENTION:**

Permanent. Retain for 60 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:** 01/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 58 years and then transfer to State Archives.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the historical value of this series to researchers interested in business activities in Utah and the administrative needs expressed by the agency.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 14414

**TITLE:** Citation records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private.	Social security number, driver license number, and date of birth as unwarranted invasion of privacy per Utah Code 63G-2-302(2)(d)(2020).
Exempt.	Home address and home telephone number per Utah Code 58-1-106(2,3).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2020.



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9759

1

**TITLE:** Clinical social worker licensing files

**DATES:** 1970-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document applications, registrations, and licenses for clinical social workers. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit an application, provide evidence of a master's degree in social work from an accredited educational institution, and pass an examination prepared by the Board of Social Work Examiners. In addition, clinical social workers must have two years of supervised clinical social work practice, and adhere to the specific requirements formulated by the National Association of Social Workers Peer Review Committee. Information includes name, social security number, mailing and business address, residence, telephone number, gender, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**RETENTION:**

Retain for 10 year(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 10 years and then delete.

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9759

**TITLE:** Clinical social worker licensing files

(continued)

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

**APPRAISAL:**

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

The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 29149

3

**TITLE:** Closed cosmetology school student records

**DATES:** 2014-

**ARRANGEMENT:**

**DESCRIPTION:**

These records support the agency's function to establish licensure standards for schools of cosmetology and associated professions, and to issue or revoke licenses according to how well applicants meet the qualifications of licensure (Utah Code 58-11a (2017)). These are student records retained by the Division upon closure of a previously licensed school. Student files contain enrollment agreements, financial information, course description, credit completion, and other records pertinent to their attendance at the school.

**RETENTION:**

Retain for 10 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:** 06/2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after expiration of school license and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**RETENTION JUSTIFICATION:**

Ten year retention mirrors the length of time required by Utah Code 13-34 to retain education records for non-accredited proprietary postsecondary schools which have closed.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 29149

**TITLE:** Closed cosmetology school student records

(continued)

**PRIMARY DESIGNATION:**

Exempt 34 CFR Part 99.30, 31 (2015)

**SECONDARY DESIGNATION(S):**

Private. 63G-2-201(3)(b)(2013)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17912

3

**TITLE:** Closed investigative case management files

**DATES:** 1990-

**ARRANGEMENT:** none

**DESCRIPTION:**

These electronic records are created for the purpose of tracking investigations and complaints dealt with by the Division of Occupational and Professional Licensing. Information includes name, address, social security number, and results of investigations.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1996

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on the agency's policy of maintaining an historical record of their investigations.

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(8) 1995

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 18987

3

**TITLE:** Closed investigative complaint files

**DATES:** 1997-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These files document the Division of Occupational and Professional Licensing's investigations of complaints brought against licensees. These are closed investigations that the agency has taken action on and resolved. Information includes complainant, victim information, court actions, sex/gender information, and telephone numbers.

**RETENTION:**

Permanent. Retain for 30 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:** 10/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 29 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in business activity in Utah and the administrative needs expressed by the agency.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 18987

**TITLE:** Closed investigative complaint files

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(8) 1995

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 25563

1

**TITLE:** Consent order compliance records

**DATES:** 2002-

**ARRANGEMENT:** Numerical by assigned case number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are non-disciplinary stipulation and consent orders allowing companies to engage in the filling of internet pharmaceutical prescriptions. Also included are documents demonstrating compliance with stipulation and consent orders. Information includes name of company, agency case number, date of order, and signatures of representatives of consenting parties.

**RETENTION:**

Retain for 4 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years after consent order terminates and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This disposition is based upon UCA 70A-2a-506 (1)(2004).

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 (2), (4), and (9)(2008). Includes trade secrets.

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (1)(b), and UCA 63G-2-302 (2)(d)(2008).



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17383

3

**TITLE:** Construction trade instructor licensing files

**DATES:** 1994-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These are applications and licenses for construction trade instructors. Applicants must meet criteria for licenses. (UCA 58-1-301 (2005)). Information includes name, address, birthdate, education, and work experience.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17383

**TITLE:** Construction trade instructor licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2) and (3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81239

3

**TITLE:** Continuing education advisory committee administrative files for certified public accountants

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the files of the advisory committee established under UCA 58-1-7 and 8 to oversee the licensing of certified public accountants.

These files include records of courses accredited and not accredited, complaint files, continuing education approval requests, published brochures for courses, and meeting agenda. Information on courses includes the course sponsor, the name of the contact individual, the telephone number, the title of the course or program, the objectives of the program, the date of presentation, the # of credit hours requested and approved for the course, and the date that the board approved or disapproved the course.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

Much of the information in the file is duplicated elsewhere. Much of it is devoted to the continuing education program material. A two year retention should suffice for this as CPA licenses must be renewed every two years.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81239

**TITLE:** Continuing education advisory committee administrative files for certified public accountants

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9280

3

**TITLE:** Continuing education program licensing records

**DATES:** 1986-

**ARRANGEMENT:** Numerical by application number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records support the agency's function to administer and enforce all occupational and professional licensing laws (Utah Code 58-1-103(1993)). These applications document that the curricula for continuing education programs are in compliance with Federal and State professional licensing regulations and include contact information, correspondence, curricula, and related records.

**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:** 07/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9280

**TITLE:** Continuing education program licensing records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 14415

4

**TITLE:** Contract files

**DATES:** 1990-

**ARRANGEMENT:** None.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This series includes contracts and agreements provided to the Division of Occupational and Professional Licensing by associations and testing agencies. These entities enter into agreements with the division to supply examinations for licensure applicants.

**RETENTION:**

Retain for 5 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 01/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after replacement contract is signed and then transfer to State Records Center. Retain in State Records Center for 4 years 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 Commerce. Division of Professional Licensing

**SERIES:** 14415

**TITLE:** Contract files

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 84342

3

**TITLE:** Contract security company licensing files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by company name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files are necessary to determine validity of security guard companies and the qualifying credentials required by law. These include the application by the security company, resume, fingerprint cards (2), corporation/DBA papers, insurance certificates, legal documents, transcripts of hearings, tape recordings, agency correspondence, investigative information, company correspondence, subpoena, attorney correspondence, affidavits, and security licensing board correspondence. This license must be renewed every two years.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 84342

**TITLE:** Contract security company licensing files

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301(2)(r) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17360

3

**TITLE:** Contractor financial statements

**DATES:** 1989-

**ARRANGEMENT:** Numerical by contractor license number

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These are contractor's financial statements submitted to the Division of Occupational and Professional Licensing as evidence of fiscal responsibility. Contractors are required to produce financial statements to obtain licenses in Utah. Information includes name, address, financial data, assets, and debts.

**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:** 04/1996

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked 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 Commerce. Division of Professional Licensing

**SERIES:** 17360

**TITLE:** Contractor financial statements

(continued)

**PRIMARY DESIGNATION:**

Exempt UCA 58-55-307 (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9297

3

**TITLE:** Contractors licensing files

**DATES:** 1956-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 18.00 cubic feet.

**DESCRIPTION:**

These files document applications and licenses for general contractors doing business in the State of Utah. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified persons in the following classifications: general engineering contractor, general building contractor, residential and small commercial contractor, specialty contractor, journeyman plumber, apprentice plumber, master electrician, journeyman electrician, residential journeyman electrician, residential trainee electrician, and backflow device technician.

Applicants are required to pay a fee determined by the Department of Commerce, pass an examination approved by the Department, and produce evidence of financial responsibility. Upon approval of the license, the applicant must file proof of workmen's compensation insurance, public liability insurance, and registration with the Department of Employment Security. Information includes name, address, telephone number, social security number and birthdate. Also included is the name of the business, the date of incorporation, the corporation number, the Utah certificate authority number, and the date the business commenced operation.

The agency discontinued microfilming these records in 1996.

**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:** 06/2006

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9297

**TITLE:** Contractors licensing files

(continued)

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year or until microfilmed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

Microfilm master: Retain in Archives for 10 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or historical value(s). The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-302(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-301(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 26580

3

**TITLE:** Controlled substance database registry

**DATES:** 2002-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These records contain registration information provided by individuals seeking access to the state's controlled substance database. Information is collected to verify and authorize user access to the database. Data collected includes name, birth date, address, e-mail address, Drug Enforcement Administration (DEA) registration number, driver license number, law enforcement originating agency identifier, medical/dental information, state occupational license number, telephone number, and user identification number.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

**AUTHORIZED:** 02-19-2019

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until administrative need ends and then delete.

**APPRAISAL:**

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

Legal citations: UCA 58-37-7.5, R156-37-609 & 610

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 26580

**TITLE:** Controlled substance database registry

(continued)

**PRIMARY DESIGNATION:**

Exempt UCA 58-37-7.5

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(11)  
Private. UCA 63G-2-302(2)(d)



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 26630

3

**TITLE:** Controlled substance database requests

**DATES:** 1995-

**ARRANGEMENT:** Chronological by date received

**ANNUAL ACCUMULATION:** 31.00 cubic feet.

**DESCRIPTION:**

These records contain requests received from authorized persons for information in the controlled substance database. The files contain the name, address, and phone number of the requestor. They also contain identifying information of the persons about whom information is being requested such as: names, dates of birth, social security numbers, and signatures.

**RETENTION:**

Retain for 1 year(s)

**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 and then destroy.

Computer data files: Retain in Office for 1 year and then delete.

**APPRAISAL:**

These records have administrative value(s).

These records are maintained according to UCA 58-37-7.5 and R156-37-609,610.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 26630

**TITLE:** Controlled substance database requests

(continued)

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(2)(d)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(9)(a)(c); UCA 63G-2-305(51)(a)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17384

3

**TITLE:** Controlled substance precursor licensing files

**DATES:** 1992-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are applications and licenses for controlled substance precursor distributors. Applicants must meet criteria for licenses. Information includes name, address, birthdate, education , and work experience.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17384

**TITLE:** Controlled substance precursor licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 24238

3

**TITLE:** Controlled substance precursor purchase and distribution reports

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical by name.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Regulated controlled substance distributors and purchasers are required to submit quarterly reports to the Division of Occupational and Professional Licensing regarding chemical precursors that are sold or purchased. These reports include purchaser names, their D.O.P.L. license numbers, and the chemicals being purchased. The Division, as well as law enforcement agencies, use the information collected to track users of controlled substance precursors. This information may be used in criminal or administrative legal action.

**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:** 10/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 24238

**TITLE:** Controlled substance precursor purchase and distribution reports

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Exempt. UCA 58-1-106(2)and(3) 2003

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 26589

3

**TITLE:** Controlled substance tracking files

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical by name; numerical by identification number

**DESCRIPTION:**

These records contain information regarding every prescription for a controlled substance dispensed in the state to any person other than a patient in a licensed health care facility. Files contain the following prescription information: names of practitioners; dates prescribed and filled; names and identifications of persons for whom the prescriptions were written; and the names, identifying numbers, dosage quantities, frequencies, and strengths of the controlled substances. The records also provide the names of the pharmacists and drug outlets as well as other information required by division rule. This information allows the agency to track controlled substances and the prescribing and dispensing of the substances. The information is also used to identify practitioners or individuals dispensing or obtaining controlled substances in an unlawful or unprofessional manner.

**RETENTION:**

Retain for 20 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/2018

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 20 years and then delete.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 26589

**TITLE:** Controlled substance tracking files

(continued)

**APPRAISAL:**

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

This series has a legal value as it is created and maintained according to Utah Code 58-37f, Utah Controlled Substance Database Act, and Utah Administrative Code R156-37f, Utah Controlled Substance Database Act Rule.

**RETENTION JUSTIFICATION:**

Retain data for 5 years for active searches, then retain 15 years for archive and research purposes.

**PRIMARY DESIGNATION:**

Exempt                      Utah Code 58-37f-301(2018)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2018.



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81195

3

**TITLE:** Correspondence file

**DATES:** 1979-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This file contains copies of all correspondence and memoranda sent by and to the Division.

This file includes memoranda and correspondence to and from the Division staff, members of the public, members of the various boards, licensees, council of state government, and other state agencies. Subjects covered include personnel changes, dates of license examination, staff assistance to the boards, license approval, and requests for information.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Records not duplicated elsewhere that document the activities of the office and show its organization, function, pattern of action, policies, procedures, and achievements are of long-term value and should be retained. However, correspondence dealing with routine day-to-day matters should be weeded out when no longer needed. A private classification is required due to the fact that these files include matters relating to pending and completed personnel actions and other sensitive items. Records

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81195

**TITLE:** Correspondence file

(continued)

under "A" are notices that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals and similar papers. Records under "B" relate to the internal administration or housekeeping activities of the office. In general these records relate to the office organization, staffing, procedures, and communications; the day-to-day administration of office personnel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. Also, records that are duplicates of information filed elsewhere.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Exempt. UCA 58-55-307 (2008), and UCA 58-59-307 (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9721

3

**TITLE:** Cosmetologist/barber licensing files.

**DATES:** 1870-

**ARRANGEMENT:** Numerical by license number.

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for cosmetology instructors. Under Utah law, applicants must meet specific requirements to be licensed (UCA 58-1-301 (2005)). In addition, instructors shall adhere to the rules governing staff requirements for cosmetology schools (UCA 58-11a-301 (2005)). Information includes name, social security number, birthdate and birthplace, and address.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Archives for 10 years and then destroy.

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9721

**TITLE:** Cosmetologist/barber licensing files.

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 30001

3

**TITLE:** Criminal history determination records

**DATES:** 2019-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These records consist of applications, their supporting documents, and resulting determinations from the Division. Individuals with a criminal history may apply to the Division for a determination regarding their eligibility for licensure (Utah Code 58-1-310 (2019)). The applications include personal and criminal history information, descriptions of licensing requirements met and not met, and supporting documents. The determinations are issued 30 days after submission of the application and include a written response indicating whether the applicant would be disqualified from obtaining a license. They may also include steps the applicant could take in order to qualify for a license.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/2020

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office for 10 years after determination and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 30001

**TITLE:** Criminal history determination records

(continued)

**APPRAISAL:**

These records have administrative value(s).

The Division maintains that a retention of 10 years after resolution is important for consistency's sake with its licensing schedules, which also have a retention of 10 years.

**PRIMARY DESIGNATION:**

Private	Utah Code 63G-2-302(2)(d)
	Utah Code 63G-2-302(1)(f)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 27208

3

**TITLE:** Criminal history files

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical by profession type thereunder alphabetical by name

**DESCRIPTION:**

These records are criminal histories from the Federal Bureau of Investigations (FBI) and the Bureau of Criminal Identification (BCI). They are used as part of an application for a license for a group of professions regulated by the division. Applicants are required to submit fingerprints for the following professions: burglar alarm , massage, pharmacy, nursing, private security, and deception detection. Fingerprints are compared to FBI and BCI databases for criminal history matches. Criminal history records received from the FBI/BCI are used in the evaluation of approval or denial of the license application. These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

**RETENTION:**

Retain for 1 year(s) after end of project or program

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

These records have evidentiary value in determining whether a license application is granted or denied.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 27208

**TITLE:** Criminal history files

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(9)



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 84341

3

**TITLE:** Deception detection licensing files

**DATES:** 1975-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This file contains all necessary and required information to document the individuals eligibility to become an examiner or an intern examiner. No person may administer examinations without first receiving a license to do so. This includes the application, finger print cards (2), photograph, copy of previous license in case of renewal, agency correspondence, applicant correspondence, supervising examiners report, correspondence from attorneys, correspondence from examiners, polygraph board correspondence, criminal history information, driver license copy, various types of diplomas, tape recordings, and polygraph charts. This license must be renewed every two years.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 84341

**TITLE:** Deception detection licensing files

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 11188

3

**TITLE:** Declaratory orders

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname of requestor

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These files document declaratory orders requested by the public from Utah State government agencies. Persons file requests for agencies to file declaratory orders to determine the applicability of specific statutes, rules, or orders within the primary jurisdiction of agencies to specified circumstances. Agencies are required to issue rules that provide for the form, contents, and filing of petitions for declaratory orders; provide for the disposition of the petitions, define the class of circumstances in which the agency will not issue a declaratory order; are consistent with the public interest and with the general policy of Utah statutes; and facilitate and encourage agency issuance of reliable advice (UCA 63-46b-21(1)(2) (1992)). Information includes name of requesting party, item being requested, and the declaratory order issued by the agency.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 11188

**TITLE:** Declaratory orders

(continued)

**APPRAISAL:**

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

This disposition is based on the secondary historical value to researchers interested in the functions of state government and the needs expressed by the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 10537

3

**TITLE:** Dental hygienist licensing files

**DATES:** 1950-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document applications, registrations, and licenses for dental hygienists. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit an application, pay a fee determined by the Department of Commerce, be of good moral character, provide evidence of graduation from an accredited dental hygiene institution or dental college, and pass an examination consisting of practical demonstrations and a written or oral test in dental hygiene theory. Information includes name, social security number, mailing and business address, residence, telephone number, gender, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper copy: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 10537

**TITLE:** Dental hygienist licensing files

(continued)

then destroy.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9774

3

**TITLE:** Dentist licensing files

**DATES:** 1897-1905, 1983-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for dentists. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to produce evidence of good moral character, be a graduate of an accredited dental college or university, pass an examination consisting of practical demonstrations and written and oral tests in the theory and practice of dentistry, and to renew their license biennially. Information includes name, social security number, mailing and business address, residence, telephone number, gender, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records beginning in 2009 and continuing to the present. Retain in Office until scanned and quality checked and then destroy.

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9774

**TITLE:** Dentist licensing files

(continued)

State Records Center for 9 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9967

3

**TITLE:** Dietitian licensing files

**DATES:** 1986-

**ARRANGEMENT:** Numerical by licensing number

**DESCRIPTION:**

These files document applications, registrations, and licenses for Dietitians. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit a written, verified statement conforming to guidelines prescribed by the Dietitian Board. Applicants must be of good moral character; hold a baccalaureate or post baccalaureate degree from an accredited college or university with major course work in the sciences of food, dietetics, food systems management, or an equivalent course of study; completed an internship under the supervision of a certified dietitian; successfully completed a competency examination; and pay a fee prescribed by the Department of Commerce. Applicants are required to renew their licenses biennially (UCA 58-49-(4-9) (2005). Information includes name, social security number, mailing and business address, residence, telephone number, gender, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years.

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9967

**TITLE:** Dietitian licensing files

(continued)

State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17304

3

**TITLE:** Disciplinary action reports

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by licensee surname

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are reports of adverse action taken against licensees for violations of regulations or laws. The Department of Commerce takes disciplinary action against violators and also sends the information to various professional associations.

**RETENTION:**

Retain for 15 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years and then destroy.

Microfilm master: For records beginning in 1968 through 1969.  
Retain in Archives permanently.

**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 Professional Licensing

**SERIES:** 17304

**TITLE:** Disciplinary action reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 14413

3

**TITLE:** Disciplinary newsletters

**DATES:** 1983-

**ARRANGEMENT:** Chronological by newsletter date.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Newsletters created to document disciplinary actions taken against both licensed and unlicensed individuals. Published quarterly, it includes summaries of disciplinary actions resolved during the previous quarter. The last hard copy version was printed and distributed in April 2002. From that time forward the newsletter became available on the division's website only.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Paper copy: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in business activities in Utah and the administrative needs expressed by the agency.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 14413

**TITLE:** Disciplinary newsletters

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2017.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17305

3

**TITLE:** Diversion case files

**DATES:** 1992-

**ARRANGEMENT:** Alphabetical by surname, thereunder by profession

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are files of licensees who have violated laws or regulations and have been placed in a diversion program by the Department of Commerce. The licensee agrees to comply with the conditions outlined by the Division of Occupational and Professional Licensing as a probationary condition to retain their license.

**RETENTION:**

Permanent. Retain for 10 year(s) after completion of publication or report

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after after diversion plan is completed and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in business activity in Utah.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17305

**TITLE:** Diversion case files

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63-2-305(9)(a), and UCA 63G-2-30517)

**SECONDARY DESIGNATION(S):**

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

Controlled. UCA 63G-2-304 (2008)

Exempt. UCA 58-4-401(10)



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 11185

3

**TITLE:** Educational approval files

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by institution name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files document continuing educational training provided to professions for updating skills necessary to maintain licenses. Continuing educational programs must be approved by the Department of Commerce, Division of Occupational and Professional Licensing. These files are not included in the licensing case files. Information includes name of training program, sponsors, date, time, program content, agendas, and curriculum outlines.

**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:** 10/2001

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9719

3

**TITLE:** Electrologist licensing files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by license number.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document applications, registrations, and licenses for cosmetology electrologists. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit an application, pay a fee determined by the Department of Commerce, complete and provide evidence of graduation in a course of electrology with a minimum of five hundred hours of training and pass an examination determined by the Department of Commerce (UCA 58-11a-302 (2005)). Information includes, name, social security number, birthdate and birthplace, educational background, gender, and mailing and business address. Applicants are required to submit a photograph with their applications.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years.

Paper: Retain in Office until scanned and quality checked and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9719

**TITLE:** Electrologist licensing files

(continued)

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

**APPRAISAL:**

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

The decision was made to hold previously microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9744

3

**TITLE:** Endowment care cemetery licensing files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by license number.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for endowment care cemeteries. Applicants must meet requirements outlined by the Department of Commerce, Division of Occupational and Professional Licensing. Information includes name, address, birthdate, education, and social security number.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9744

**TITLE:** Endowment care cemetery licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9792

3

**TITLE:** Environmental health scientist licensing files

**DATES:** 1978-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for registered sanitarians. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to possess a baccalaureate or higher degree from an accredited college or university which includes at least 45 quarter hours or 30 semester hours of coursework in environmental health and the physical and biological sciences. Furthermore, applicants are required to pass a written or oral examination determined by the Registered Sanitarian Board, be of good moral character, and pay a fee determined by the Department of Commerce (UCA 58-20a-301 (2005)). Information includes name, social security number, mailing and business address, residence, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9792

**TITLE:** Environmental health scientist licensing files

(continued)

Paper: Retain in Office until scanned and quality checked and then destroy.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

**APPRAISAL:**

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

The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17913

3

**TITLE:** Examination application files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by name, thereunder by profession

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document standards for licensing examinations. This information provides the Division of Occupational and Professional Licensing contract testing agency with correct examination information. This enables the testing agency to arrange the correct exam and register for applicants testing for licenses. Information includes name, address, telephone number, social security number, and certification 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:** 08/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years 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 Commerce. Division of Professional Licensing

**SERIES:** 17913

**TITLE:** Examination application files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Exempt. UCA 58-1-106(2)and(3) 2003

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9303

3

**TITLE:** Examination records

**DATES:** 1975-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records document examinations given to individuals seeking various trade and professional licenses from the State of Utah.

The Department of Commerce, Division of Occupational and Professional Licensing, tests individuals applying for licenses to determine the applicant's knowledge of the subject matter of the trade or profession. Information includes test questions, drawings, video tapes, practical application materials, and other documents.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Video recordings master: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years 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 Commerce. Division of Professional Licensing

**SERIES:** 9303

**TITLE:** Examination records

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(4) 1992, specifies that examination information is protected.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9743

3

**TITLE:** Funeral service licensing files

**DATES:** 1961-

**ARRANGEMENT:** Numerical by license number.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document applications, registrations, and licenses for funeral service directors and apprentices. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants for funeral directors are required to submit an application, pay a fee determined by the Department of Commerce, be of good moral character, complete and provide evidence of an associate degree in mortuary science from an institution approved by the American Board of Funeral Service Education, complete at least two thousand hours of service in a mortuary and fifty embalmings within a one year period, and pass an examination (UCA 58-9-302 (2005)). Information includes name, social security number, mailing and business address, gender, birthdate and birthplace, physical characteristics, and educational background. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9743

**TITLE:** Funeral service licensing files

(continued)

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

**APPRAISAL:**

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

The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 23686

3

**TITLE:** Genetic Counselor licensing files

**DATES:** 2001-

**ARRANGEMENT:** Numerical by license number.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

The purpose of this record series is to document that the applicant has met all requirements for licensure. This file contains such information as applicant's name, address, social security number, telephone number, work experience, education, transcripts and date of birth.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 23686

**TITLE:** Genetic Counselor licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9784

3

**TITLE:** Health facility administrator licensing files

**DATES:** 1978-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document applications, registrations, and licenses for health facility administrators. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit a written, verified statement that they are of good moral character as it relates to the functions and responsibilities of administering a health care facility. Furthermore, applicants are required to possess the education or experience established by the Board of Health Care Administrators, pass an examination on subjects approved by the board, pay a fee determined by the Department of Commerce, and must renew their licenses biennially (UCA 58-15-4 (2005)). Information includes name, social security number, mailing and business address, residence, telephone number, gender, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office until scanned and quality checked and then destroy.



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9784

**TITLE:** Health facility administrator licensing files

(continued)

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

**APPRAISAL:**

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

The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9785

3

**TITLE:** Hearing instrument licensing files

**DATES:** 1978-

**ARRANGEMENT:** Numerical by licensing number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document applications, registrations, and licenses for hearing aid specialists. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit a written, verified statement that they are at least 18 years of age, in good physical health, of good moral character, residents of the state of Utah, and will adhere to the rules and regulations established by the Advisory Committee of Hearing Aid Dealers. This committee establishes guidelines for examinations, administration of hearing aid banks, and specific educational requirements for applicants. The Department of Commerce collects fees for applications, renewals, and licenses (UCA 58-46-5 (1991)). Information includes name, social security number, mailing and business address, residence, telephone number, gender, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9785

**TITLE:** Hearing instrument licensing files

(continued)

State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

**APPRAISAL:**

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

The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 27213

1

**TITLE:** Hunting guide/outfitter licensing files

**DATES:** 2009-

**ARRANGEMENT:** Numerical by license number

**DESCRIPTION:**

These records contain information required to regulate and license hunting guides and outfitters. The records document that the applicant has met all of the requirements for licensure. Application information includes name, address, date of birth, social security number, telephone number, work experience, education, and transcripts.

**RETENTION:**

Retain for 10 year(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 10 years after application is approved or denied and then delete.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

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

In 2009, the Utah State Legislature passed UCA 58- requiring the licensing of hunting guides and outfitters.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 27213

**TITLE:** Hunting guide/outfitter licensing files

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(b)(h),(2)(d); UCA 63G-2-303

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 14409

4

**TITLE:** Investigation complaint files (open cases)

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by surname, thereunder numerical by investigative case number.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

This series contains Complaint Files created for the purpose of documenting unlawful or unprofessional conduct. If sufficient evidence of unlawful activity is discovered, the division initiates a formal investigation under UCA 58-1-106(2) 1994.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 01/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfiche master: Retain in State Archives permanently.

Microfiche duplicate: Retain in Office permanently.

**APPRAISAL:**

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

Appraisal is based on the historic value of these records in documenting the division's process for handling complaints and investigations.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 14409

**TITLE:** Investigation complaint files (open cases)

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(8) 1992

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 23330

3

**TITLE:** Investigations bureau policies and procedures manual

**DATES:** 1985-

**ARRANGEMENT:** Numerical by section number.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This records series documents the policies and procedures that govern the operation and administration of the Division's Investigation Bureau. Chapter headings include: General Provisions; Authority, Purpose and Organization of Bureau; Personal and Professional Conduct; Drug Free Workplace; Investigations; and Work Schedule and Time Accountability.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(10)(a,e)(2017)



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 18168

3

**TITLE:** Investigative case files and reports (closed cases)

**DATES:** 1983-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are case files and reports that have been closed following an investigation by the Division of Occupational and Professional Licensing. Disciplinary action may or may not have been taken against violations of state laws. Information includes complaint report, investigation plan and report, witness information, and name of investigator assigned to case.

**RETENTION:**

Permanent. Retain for 30 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:** 12/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need met and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives.

**APPRAISAL:**

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

This disposition is based on UCA 76-1-302(1)(a) (1992), which mandates a four year statute of limitation for bringing felony cases to court.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 18168

**TITLE:** Investigative case files and reports (closed cases)

(continued)

**PRIMARY DESIGNATION:**

Protected

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(b), UCA 63G-2-302 (2)(d) (2008)

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81173

3

**TITLE:** Investigative case files and reports (open cases)

**DATES:** 1983-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These are investigation of professionals who have been accused of violating civil or criminal law. Should the accusation be substantiated, a petition for hearing will be initiated. Case files are kept to provide reference to earlier actions against licensees and to provide additional evidence in later complaints. Further complaints could result in the reopening of the initial case.

This series includes complaint report, investigation plan, activity report, investigation report, and petition for hearing. Information includes the case number, the name of the subject, the nature of the complaint, the licensee's address and license number, the complainant's name and address, the complainant's telephone number, the name and address of any witnesses, the details of the complaint, the name of the person taking the report, the name of the investigator to whom the case was assigned, a written plan of investigation, and a record of the investigator's activities.

**RETENTION:**

Permanent. Retain for 30 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 29 years and then transfer to State Archives.

Computer output microfiche master: Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81173

**TITLE:** Investigative case files and reports (open cases)

(continued)

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

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

Statute of limitations found in UCA 58-37-8 relates to drug offenses, most of which are felonies. According to UCA 76-1-302(1)(a) a four year statute of limitations exists on felonies.

**PRIMARY DESIGNATION:**

Protected

**SECONDARY DESIGNATION(S):**

Private.	UCA 63G-2-302 (2)(b), and UCA 63G-2-302 (2)(d) (2008)
Controlled.	UCA 63G-2-304 (2008).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9291

3

**TITLE:** Investigative case load status reports

**DATES:** 1980-

**ARRANGEMENT:** Numerical by report number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These reports are created by the Division of Occupational and Professional Licensing for the purpose of tracking the status of investigations initiated by the division.

**RETENTION:**

Permanent. Retain for 30 year(s) after superseded

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after superseded and then transfer to State Records Center. Retain in State Records Center for 29 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative value(s).

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

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 14408

4

**TITLE:** Investigative case management files (open cases)

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname, thereunder numerical by case number.

**DESCRIPTION:**

Computer data files and paper reports created to track complaints, investigations, and licensing board decisions against licensees engaged in unlawful activities.

**RETENTION:**

Permanent. Retain for 30 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:** 01/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 29 years and then transfer to State Archives.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on the historical value to the agency in documenting investigations conducted by the division.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 14408

**TITLE:** Investigative case management files (open cases)

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(8) 1992

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304 1992

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 14410

4

**TITLE:** Investigative subpoena files

**DATES:** 1970-

**ARRANGEMENT:** Numerical by investigative case file number.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This series includes subpoenas and investigation documents used to obtain information and during the course of investigations conducted by the division.

**RETENTION:**

Permanent. Retain for 30 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:** 01/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 29 years and then transfer to State Archives.

**APPRAISAL:**

This disposition is based on the historical value of this series to researchers interested in business and legal issues of the Department of Commerce.

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-301(2)(n) 1992

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17389

3

**TITLE:** Journeyman electrician licensing files

**DATES:** 1995-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These are applications and licenses for journeyman electricians. Applicants must meet criteria for licenses. (UCA 58-1-301 (2005). Information includes name, address, birthdate, education, and work experience.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17389

**TITLE:** Journeyman electrician licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17366

3

**TITLE:** Journeyman plumber licensing files

**DATES:** 1994-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are applications and licenses for journeyman plumbers. Applicants must meet criteria for licenses. (UCA 58-1-301 (2005). Information includes name, address, birthdate, education, and work experience.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17366

**TITLE:** Journeyman plumber licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9745

3

**TITLE:** Landscape architect licensing files

**DATES:** 1985-

**ARRANGEMENT:** Numerical by license number.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document applications, registrations, and licenses for landscape architects. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit an application, complete and provide evidence of a bachelor's degree from an accredited institution with a major in landscape architecture, or complete at least eight years of practical experience in landscape architecture under the direction of a landscape architect. In addition, applicants are required to pay a fee and pass an examination determined by the Department of Commerce (UCA 58-53-302 (2005)). Information includes name, social security number, mailing and business address, gender, birthdate and birthplace, physical characteristics, and educational background. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9745

**TITLE:** Landscape architect licensing files

(continued)

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81207

3

**TITLE:** License renewal reports

**DATES:** 1985-

**ARRANGEMENT:** none

**DESCRIPTION:**

This is a list of people renewing their licenses. There are four separate reports, including reports for engineers, architects, and licensed practical nurses. The information includes the name of the individual, the profession, and the license number.

**RETENTION:**

Retain for 30 day(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 30 days and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This information is generated for specific purposes when needed.

Once that purpose has been served, the report can be destroyed.

The information is retained on the data system.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81207

**TITLE:** License renewal reports

(continued)

**SECONDARY DESIGNATION(S):**

Private

Exempt.

UCA 58-1-106(2)and(3) 2003



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9976

3

**TITLE:** Licensed practical nurse files

**DATES:** 1894-1900, 1917-

**ARRANGEMENT:** Numerical by license number

**DESCRIPTION:**

These files document applications, registrations, and licenses for Licensed Practical Nurses (LPN). The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit a written, verified statement that they are in good mental and physical health, of good moral character, and have completed a state approved practical nurse education program. Upon the successful completion of a written examination, the Division of Occupational and Professional Licensing issues a license to practice as a practical nurse. Practical nurses must renew their licenses biennially. The Department of Commerce collects fees for applications, reexaminations, letters of certification, applications for temporary licenses, applications for interim permits, biennial renewals, and reapplications. Information includes name, social security number, mailing and business address, residence, telephone number, gender, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their applications.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Archives for 10 years and then

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9976

**TITLE:** Licensed practical nurse files

(continued)

destroy.

Microfilm duplicate: Retain in Office for 10 years and then destroy.

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17899

3

**TITLE:** Licensed substance abuse counselor licensing files

**DATES:** 1996-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for substance abuse counselors. Under Utah law, applicants must meet specific requirements to be licensed (UCA 58-1-301 (2005). Information includes name, social security number, birthdate and birthplace, and address.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17899

**TITLE:** Licensed substance abuse counselor licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303

Controlled. UCA 63G-2-304 (2008)

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 25024

3

**TITLE:** Licensee address/telephone number request forms

**DATES:** 2003-

**ARRANGEMENT:** Chronological by date received.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These forms are used when individuals request the address or telephone number of someone licensed with the Division of Occupational and Professional Licensing. Forms include such information as the requestor's name, address, and telephone number; the name and occupation of the requested licensee; and the reason for the request.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

**AUTHORIZED:** 06-01-2014

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This record series is subject to UCA 58-1-106(2) 2003.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 25024

**TITLE:** Licensee address/telephone number request forms

(continued)

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 20352

3

**TITLE:** Lien Recovery Fund files

**DATES:** 1995-

**ARRANGEMENT:** Numerical by claim number thereunder alphabetical by claimant name.

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These records contain information used to claim money from the Lien Recovery Fund. Claimants must submit requests and documentation such as supplemental contracts, civil judgments, and proof of payments to determine if claims meet requirements of the Division of Occupational and Professional Licensing (UCA 38-11-201)(1996).

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

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

Paper copy: Retain in Office for 1 year or until administrative need ends and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 20352

**TITLE:** Lien Recovery Fund files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2019.



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9866

3

**TITLE:** Manufactured housing dealer licensing files

**DATES:** 1982-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document applications, registrations, and licenses for manufactured home dealers. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Upon approval of the license, the applicant must file proof of workmen's compensation insurance, public liability insurance, and registration with the Department of Employment Security. UCA 41-1-217 (1991), specifies that when a dealer delivers a manufactured home to a purchaser, they must apply to the Division of Occupational and Professional Licensing for a certificate of title in the purchaser's name within thirty days of the date of sale. Information includes name, address, telephone number, social security number, and birthdate. Title certificate information, business name, incorporation date, corporation number, and the date the business commenced operations are included.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9866

**TITLE:** Manufactured housing dealer licensing files

(continued)

Paper: Retain in Office until scanned and quality checked and then destroy.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

**APPRAISAL:**

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

The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

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

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 7171

3

**TITLE:** Manufactured housing reports

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by manufacturer name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These reports document companies that manufacture housing purchased by consumers. Information contains inspection reports, data plates, production reports, and complaint files.

**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:** 10/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until microfilmed and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Microfilm master: Retain in State Records Center for 7 years and then destroy.

Microfilm duplicate: Retain in Office for 7 years and then destroy.

Microfiche master: Retain in Archives for 7 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 7171

**TITLE:** Manufactured housing reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9746

3

**TITLE:** Marriage and family therapy licensing files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document applications, registrations, and licenses for marriage and family therapists. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit an application, pass an examination, pay a fee determined by the Department of Commerce, be of good moral character, complete and provide evidence of a doctoral degree in marriage and family therapy from an accredited institution, with three years of professional experience, two of which must be in marriage and family therapy. Applicants may also provide evidence of a graduate degree in religious studies which includes instruction and supervision in marriage and family therapy on a regular and continuing basis. Information includes name, social security number, mailing and business address, gender, birthdate and birthplace, physical characteristics, and educational background. Applicants are required to submit a photograph with their applications.

**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:** 06/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Microfilm master: Retain in Archives permanently.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9746

**TITLE:** Marriage and family therapy licensing files

(continued)

Microfilm duplicate: Retain in Archives permanently.

**APPRAISAL:**

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

The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9733

3

**TITLE:** Massage licensing files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by license number.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for massage technicians. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit an application, provide evidence of completion of a degree from a school approved by the Division of Occupational and Professional Licensing and the Board of Massage, complete an approved apprenticeship program consisting of a minimum of 1,000 hours of supervised training over a one year period, be of good moral character, pay a fee, and pass an examination determined by the Department of Commerce (UCA 58-47a-5(2) (1991)). Information includes name, social security number, mailing and business address, educational background, and birthdate and birthplace. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9733

**TITLE:** Massage licensing files

(continued)

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17387

3

**TITLE:** Master electrician licensing files

**DATES:** 1995-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are applications and licenses for master electricians. Applicants must meet criteria for licenses. (UCA 58-1-301 (2005). Information includes name, address, birthdate, education, and work experience.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17387

**TITLE:** Master electrician licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 27215

1

**TITLE:** Medical language interpreter licensing files

**DATES:** 2009-

**ARRANGEMENT:** Numerical by license number

**DESCRIPTION:**

These records contain information required to regulate and license medical language interpreters. The records document that the applicant has met all of the requirements for licensure. Application information includes name, address, date of birth, social security number, telephone number, work experience, education, and transcripts.

**RETENTION:**

Retain for 10 year(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 10 years after application is granted or denied and then delete.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

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

In 2009, the Utah State Legislature passed UCA 58- requiring the licensing of medical language interpreters.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 27215

**TITLE:** Medical language interpreter licensing files

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(b)(h),(2)(d); UCA 63G-2-303

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 26198

3

**TITLE:** Medication aide certified licensing files

**DATES:** 2006-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

The records in this series are collected in the process of issuing licenses to medical aides. The purpose of the records in this series is to document that applicants have met all requirements for licensure. Data contained in this series includes names, addresses, social security numbers, telephone numbers, work experience, education, transcripts, and date of birth. Records in this series are governed by UCA 58-31b-301 (2006).

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 26198

**TITLE:** Medication aide certified licensing files

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Exempt. UCA 58-1-106(2) and 58-1-106(3) (2008), at-risk govt. employees 63G-2-303

Private. UCA 63G-2-302(1)(b) and 63G-2-302(2)(d) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 23689

3

**TITLE:** Nail Technology licensing files

**DATES:** 2001-

**ARRANGEMENT:** Numerical by license number.

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

The purpose of this record series is to document that the applicant has met all requirements for licensure. This record series will include license information for Nail Technicians, Nail Technology Instructors and Nail Technology schools. These documents contain such information as applicant's name, address, social security number, telephone number, work experience, education, transcripts and date of birth.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 23689

**TITLE:** Nail Technology licensing files

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-301(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81166

3

**TITLE:** National council disciplinary reports

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These consist of reports of nurses whose licenses have been revoked or suspended in other states. When received, the division staff checks the list with a list of nurses registered to practice in Utah. Any nurse who has had a license revoked, suspended, or denied in another jurisdiction may be denied a license to work in Utah under the provisions of UCA 58-31-14(1)(f).

The information includes the name of the nurse, any other names used by the nurse (AKA), the state where a license was originally granted and the original license number, the nurse's address, the nurse's maiden name, the date of the disciplinary action, the type of action (revocation, probation, etc.), the reason for the action, and any comments (civil penalty, may not apply for reinstatement, etc.).

**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:** 10/2001

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

Once the list is received, they check it for any nurses licensed in Utah. If there are any, their names are forwarded to the Board of Nursing for further action. Once this is done, there is no

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81166

**TITLE:** National council disciplinary reports

(continued)

further use for the record.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17303

3

**TITLE:** National disciplinary practitioner data bank reports

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are reports of adverse action taken against medical practitioners for violations of regulations or laws. The reports originate with insurance companies handling malpractice claims and hospitals that may take action against physicians. The reports from the insurance companies and hospitals are sent to the Department of Commerce for action and copies are forwarded to the National Practitioner Data Bank in California.

**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:** 04/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value of these records for long term statistical information used for reports and the administrative needs expressed by the agency.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17303

**TITLE:** National disciplinary practitioner data bank reports

(continued)

**PRIMARY DESIGNATION:**

Exempt 42 USC 11136 and 11137 (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17380

3

**TITLE:** Naturopathic physician licensing files

**DATES:** 1995-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are applications and licenses for naturopaths. Applicants must meet criteria for licenses. (UCA 58-1-301 (2005). Information includes name, address, birthdate, education, and work experience.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17380

**TITLE:** Naturopathic physician licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81167

3

**TITLE:** Nursing school approval case files

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by school name

**DESCRIPTION:**

These are files created by the division in carrying out its responsibilities to approve and oversee nursing education programs in the state under UCA 58-31-13. This is done to ensure the quality of nursing education and to ensure that the programs meet the minimum standard requirements for registered or practical nursing programs.

These files include annual reports, faculty vitae, survey visits, results of national council licensure examination for practical nurses, and correspondence. Information includes the names, education background, areas of responsibility, and professional memberships of the faculty; the number of faculty members; the name of the program; the number of students enrolled; the number anticipated completing the program; the attrition rate; an explanation of attrition rates over 10%; the names of survey team members; the standards required and the standards which the school meets; general comments; specific recommendations; general recommendations; and the school's response to the survey team's findings.

**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:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81167

**TITLE:** Nursing school approval case files

(continued)

**APPRAISAL:**

These records have administrative value(s).

When the facility is surveyed, this file is useful in providing background information. Two previous years' records will suffice to provide this background and to uncover any potential trends.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 25564

3

**TITLE:** Occupational newsletters

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical by title, thereunder chronological by date of publication.

**DESCRIPTION:**

This series contains newsletters published by the Division of Occupational and Professional Licensing for the various occupations served by the agency. The newsletters act as a news and agency resource to help communicate with the members of that occupational category.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records serve to document the history of the agency through its public services, activities and programs.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2017.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9728

3

**TITLE:** Occupational therapy licensing files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by license number.

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for occupational therapists. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit an application, be of good moral character, provide evidence of a bachelor's or master's degree program in occupational therapy from an accredited institution, pass an examination approved by the Board of Occupational Therapy, and pay a fee to the Department of Commerce (UCA 58-42a-301 (2005)). Information includes name, social security number, birthdate and birthplace, gender, mailing and business address, educational background, and physical characteristics. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Microfilm master: Retain in Archives permanently.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9728

**TITLE:** Occupational therapy licensing files

(continued)

Microfilm duplicate: Retain in Archives permanently.

**APPRAISAL:**

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

The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9786

3

**TITLE:** Optometrist licensing files

**DATES:** 1978-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for optometrists. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to have a doctoral degree from an accredited college or university of optometry, complete educational courses in ocular pharmacology and emergency medical care, passed the standardized national optometry examination, standardized clinical and therapeutics examination, the Utah Optometry Jurisprudence Examination, and licenses must be renewed biennially (UCA 58-16a-106 (1991)). Optometrists are prohibited from performing general and laser surgery, and prescribing or administering Schedule II or Schedule III controlled substances (UCA 58-16a-109 (1991)). Information includes name, social security number, mailing and business address, residence, telephone number, gender, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9786

**TITLE:** Optometrist licensing files

(continued)

for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

**APPRAISAL:**

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

The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employee 63G-2-303

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9965

3

**TITLE:** Osteopathic physician and surgeon licensing files

**DATES:** 1970-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for Osteopathic Physicians. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit a written, verified statement conforming to the guidelines prescribed by the Board of Osteopathic Medical Examiners. Applicants are required to be at least 21 years of age, be citizens of the United States, be of good moral character, have completed at least two years of general study at an accredited college or university, be a graduate of an accredited college of osteopathic medicine, have completed 12 months of hospital training, be physically and mentally competent to safely engage in the practice of osteopathic medicine, have not been guilty of any act of unprofessional conduct, and have successfully passed an examination approved by the Department of Commerce. Also, applicants are required to pay a fee determined by the Department of Commerce (UCA 58-68-302 (2005)). Information includes name, social security number, mailing and business address, residence, telephone number, gender, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9965

**TITLE:** Osteopathic physician and surgeon licensing files

(continued)

**FORMAT MANAGEMENT:**

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

Paper copy: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper copy: Retain in Office until scanned and quality checked and then destroy.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s). The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9787

3

**TITLE:** Pharmacist licensing files

**DATES:** 1978-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for pharmacists. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to possess a professional entry degree from an accredited school or college of pharmacology, complete an internship approved by the State Board of Pharmacy, pass required examinations, and produce satisfactory evidence of good moral character. Furthermore, applicants are required to pay a fee determined by the Department of Commerce. (UCA 58-17b-303 (2005). Information includes name, social security number, mailing and business address, residence, telephone number, gender, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper copy: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center provided scanned and quality checked. Retain in State Records Center for 9 years and then destroy.



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9787

**TITLE:** Pharmacist licensing files

(continued)

Paper copy: Retain in Office until scanned and quality checked and then destroy.

Microfilm master: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public                      UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private.                      UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt.                      UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 10504

3

**TITLE:** Pharmacy licensing files

**DATES:** 1982-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document applications, registrations, and licenses for institutional pharmacies. The Department of Commerce, Division of Occupational Licensing, issues licenses to institutional pharmacies that have met the requirements for licensure under the laws of the State of Utah. Applicants are required to submit an application approved by the State Board of Pharmacy, pay a fee determined by the Department of Commerce, adhere to minimum standards for operations and employee conduct, and maintain prescription files and other records in accordance with applicable state and federal regulations (UCA 58-17b-303 (2005). Information includes name, social security number, mailing and business address, and endorsements.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Archives for 10 years and then destroy.

Microfilm duplicate: Retain in Office for 10 years and then destroy.

Paper: For records prior to and including 2008. Retain in Office

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 10504

**TITLE:** Pharmacy licensing files

(continued)

for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17900

3

**TITLE:** Pharmacy technician licensing files

**DATES:** 1996-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for pharmacy technicians. Under Utah law, applicants must meet specific requirements to be licensed (UCA 58-1-301 (2005). Information includes name, social security number, birthdate and birthplace, and address.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17900

**TITLE:** Pharmacy technician licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303

Controlled. UCA 63G-2-304 (2008)

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9789

3

**TITLE:** Physical therapy licensing files

**DATES:** 1978-

**ARRANGEMENT:** Numerical by license number

**DESCRIPTION:**

These files document applications, registrations, and licenses for physical therapists and physical therapist assistants. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to pass an examination prescribed by the Physical Therapy Licensing Board, graduate from an accredited school of physical therapy, be of good moral character, and pay a fee determined by the Department of Commerce (UCA 58-24a-109 (2005)). Information includes name, social security number, mailing and business address, residence, telephone number, gender, birth date and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9789

**TITLE:** Physical therapy licensing files

(continued)

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

**APPRAISAL:**

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

The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9966

3

**TITLE:** Physician and surgeon licensing files

**DATES:** 1894-1928; 1946-

**ARRANGEMENT:** Numerical by license number

**DESCRIPTION:**

These files document applications, registrations, and licenses for physicians and surgeons. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit a written, verified statement conforming to the guidelines prescribed by the Physicians Licensing Board. Applicants are required to be at least 21 years of age, be of good moral character, have completed at least two years of general study at an accredited college or university, have received the degree of doctor of medicine from an accredited medical college, have completed 12 months of hospital training, be physically and mentally competent to safely engage in the practice of medicine, have not been guilty of any act of unprofessional conduct, and have successfully passed an examination approved by the Department of Commerce. Also, applicants are required to pay a fee determined by the Department of Commerce. Information includes name, social security number, mailing and business address, residence, telephone number, gender, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9966

**TITLE:** Physician and surgeon licensing files

(continued)

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper copy: For records beginning in 2009 and continuing to the present. Retain in Office until scanned and quality checked and then destroy.

Microfilm master: For records beginning in 1894 through 1928. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Early records of licensed physicians have value for research purposes. Records may contain information on health care and medical practitioners in the state.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 14407

3

**TITLE:** Physician assistant licensing case files

**DATES:** 1984-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This series includes applications, registrations, and licenses for physician assistants. Information includes names, social security numbers, and educational histories.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 14407

**TITLE:** Physician assistant licensing case files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(b) and 63G-2-302(2)(d) (2008), at-risk govt. employees  
63G-2-303

Controlled. UCA 63G-2-304 (2008)

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9790

3

**TITLE:** Podiatric physician licensing files

**DATES:** 1889, 1978-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for podiatrists. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to be a high school graduate and complete two years of education at an accredited college or university. Also, applicants must be a graduate of an accredited podiatry school requiring 3,120 hours of classwork over four podiatric terms and three calendar years, or 4,160 hours of classwork over four podiatric terms and four calendar years. Applicants are required to pass an examination, pay a fee determined by the Department of Commerce, and licenses must be renewed biennially. (UCA 58-5a-303 (2005). Information includes name, social security number, mailing and business address, residence, telephone number, gender, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9790

**TITLE:** Podiatric physician licensing files

(continued)

State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

**APPRAISAL:**

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

The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 11196

3

**TITLE:** Policies and procedures manuals

**DATES:** 1985-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

Policies and procedures that govern the operation and administration of various programs. These records document policies and procedures that govern the operation and administration of the Division of Occupational and Professional Licensing (DOPL) and their programs. Information includes policy statements, staff manuals, and procedures.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until superseded and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in the functions of state government.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 11196

**TITLE:** Policies and procedures manuals

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(9)(e) 1995

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 14411

4

**TITLE:** Preliminary investigative evidence files

**DATES:** 1990-

**ARRANGEMENT:** Numerical by case.

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This series includes files of collected evidence to support cases brought by the State of Utah against violators of state occupational or professional licensing statutes. This is preliminary information gathered prior to formal administrative or criminal actions brought against offenders.

**RETENTION:**

Retain for 10 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Prosecuted non-felony criminal case files, GRS-2033.

**AUTHORIZED:** 03-19-2018

**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 9 years and then destroy.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical value to researchers interested in business and legal issues in Utah.



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 14411

**TITLE:** Preliminary investigative evidence files

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(8) 1992

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304 1992

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2019.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 10136

3

**TITLE:** Prelitigation hearings case files

**DATES:** 1991-

**ARRANGEMENT:** Numerical by month and year, thereafter by sequential number

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These records document the requirements for prelitigation panel reviews. UCA 78-14-12(2)(a) 1996, provides for parties initiating medical liability actions to file requests for prelitigation panel reviews. Information includes opinions, requests for action, and panel review notes.

**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:** 10/2001

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

Utah Administrative Code R156-78A (1993) outlines the procedures for prelitigation activities undertaken by the Division of Occupational and Professional Licensing.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 10136

**TITLE:** Prelitigation hearings case files

(continued)

**PRIMARY DESIGNATION:**

Exempt Utah Code 78B-3-416(1)(d)(2010)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9741

3

**TITLE:** Preneed funeral arrangement licensing files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by license number.

**DESCRIPTION:**

These files document applications, registrations, and licenses for preneed funeral arrangement providers. Applicants must meet requirements outlined by the Department of Commerce, Division of Occupational and Professional Licensing. Information includes name, address, birthdate, education, and social security number.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9741

**TITLE:** Preneed funeral arrangement licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 20350

3

**TITLE:** Preneed funeral plan contracts and trust reports

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical by name of funeral home

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records document contracts and trust reports for preneed funeral arrangements. Funeral homes are required to submit annual reports of preneed sales to the Department of Commerce, Division of Occupational and Professional Licensing. Information includes contracts, trust reports, names, signatures, and telephone numbers.

**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:** 09/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years 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 Commerce. Division of Professional Licensing

**SERIES:** 20350

**TITLE:** Preneed funeral plan contracts and trust reports

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Exempt. UCA 58-1-106(2)and(3) 2003

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 10544

3

**TITLE:** Private probation provider licensing files

**DATES:** 1985-

**ARRANGEMENT:** Numerical by license number

**DESCRIPTION:**

These files document applications, registrations, and licenses for private probation providers. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses for qualified applicants. Applicants are required to submit an application for approval by the Division of Occupational and Professional Licensing and the Private Probation Provider Licensing Board. The applicant must submit evidence that a business license to engage in private probation has been issued by the political subdivision in which they intend to establish their business. Information includes applicant name, social security number, birthdate and birthplace, educational background, and physical characteristics. They are also required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 10544

**TITLE:** Private probation provider licensing files

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 84338

3

**TITLE:** Private security officer licensing files

**DATES:** 1985-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 7.50 cubic feet.

**DESCRIPTION:**

These files document all information gathered on an individual to determine if applicant is qualified and to issue a license in accordance with the law. This file could include the applications, photo, fingerprint cards (2), medical history, training certificates, reference forms (2), criminal history, court disposition forms, agency letters, applicant response letters, attorney's letters, and any employee letters or correspondence. This license must be renewed every two years.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 84338

**TITLE:** Private security officer licensing files

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 14040

3

**TITLE:** Probation and compliance records

**DATES:** 1948-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These records document individuals and businesses placed on probation by the Department of Commerce, Division of Occupational and Professional Licensing. Information is collected to show a licensee's compliance with terms and conditions placed on a professional license as a result of disciplinary action taken by the division. Information includes drug screening reports, employer reports, therapist reports, and attendance verification of support group meetings.

**RETENTION:**

Permanent. Retain for 12 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:** 03/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 14040

**TITLE:** Probation and compliance records

(continued)

**PRIMARY DESIGNATION:**

Protected 63G-2-305(10)

**SECONDARY DESIGNATION(S):**

Controlled. 63G-2-304(1) & (2)(b)

Exempt. 58-37f-301

Private. 63G-2-302(2)(d)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81189

3

**TITLE:** Professional board members' travel records

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are claims for reimbursement filed by members of the various boards for expenses incurred through their serving on the board. Reimbursement is authorized by UCA 58-1-7(3). The information includes the name of the board, the date of the meeting, the low org number, a list of members of the board, their addresses, the actual miles traveled, the amount of reimbursement, and the signatures of the board members.

**RETENTION:**

Retain for 3 year(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 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). This retention is to allow for any potential audit of these records.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81189

**TITLE:** Professional board members' travel records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81188

3

**TITLE:** Professional boards administrative files

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These are the administrative files of the various professional boards established to assist in the formulation of rules and regulations and in establishing the standards for the licensing of over thirty professions in the state.

These files include resumes, letters of recommendation, nominations by professional organizations, list of committee members, letters of resignation, and appointment letters. Information includes the member's name, address, social security number, telephone number, citizenship, race, educational background, employment history, disability information, current employer, occupation, occupational licenses, place of birth, date of birth, sex, membership in groups, and physical characteristics.

**RETENTION:**

Permanent. Retain for 30 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:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 29 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative value(s).

As these are policy making bodies in the State, a record of who served on these boards and their qualifications are of long-term value to researchers.



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81188

**TITLE:** Professional boards administrative files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17363

3

**TITLE:** Professional counselor license files

**DATES:** 1994-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for professional counselors. Applicants must meet requirements outlined by the Department of Commerce, Division Occupational and Professional Licensing. Information includes name, address, birth date, education, and social security number.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17363

**TITLE:** Professional counselor license files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008)  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9722

3

**TITLE:** Professional engineer, structural engineer, and land surveyor licensing files

**DATES:** 1936-

**ARRANGEMENT:** Numerical by license number.

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for engineers and land surveyors. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit an application, pay a fee determined by the Department of Commerce, and complete and provide evidence of graduation from an accredited engineering or surveying educational institution (UCA 58-22-302 (2005)). Information includes name, social security number, mailing and business address, telephone number, gender, birthdate and birthplace, physical characteristics, and educational background. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year or until microfilmed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Microfilm master: Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9722

**TITLE:** Professional engineer, structural engineer, and land surveyor licensing files

(continued)

Microfiche master: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 24237

3

**TITLE:** Professional geologist licensing files

**DATES:** 2002-

**ARRANGEMENT:** Alphabetical by last name.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document whether an applicant has met the requirements to be licensed as a professional Geologist. Information contained within these records includes the applicants name, address, social security number, telephone number, work experience, education, transcripts and date of birth.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 24237

**TITLE:** Professional geologist licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81237

3

**TITLE:** Professional license listing

**DATES:** 1985-

**ARRANGEMENT:** none

**DESCRIPTION:**

This is a report generated by the Automated License Management System on an as needed basis to list license holders by profession. The information recorded includes the type of profession, licensee's name, identification number, address and the total number of licenses in each profession.

**RETENTION:**

Retain for 30 day(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 30 days and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Exempt. UCA 58-1-106(2)and(3) 2003



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81238

3

**TITLE:** Professions/specialty roster list

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by professional specialty

**DESCRIPTION:**

This is a report generated by the Automated License Management System that shows the list of professional license holders by specialties. The information recorded includes the type of license, the type of specialty, the licensee's name, address and total of licenses by profession and specialty.

**RETENTION:**

Retain for 30 day(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 30 days and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9758

3

**TITLE:** Psychologist licensing files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for psychologists. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit an application, be of good moral character, pay a fee determined by the Department of Commerce, pass an examination, provide evidence of completion of a doctoral degree in psychology from an accredited college or university, and provide evidence of two years of supervised professional experience. Information includes name, mailing and business address, gender, birthdate and birthplace, social security number, physical characteristics, and educational background. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9758

**TITLE:** Psychologist licensing files

(continued)

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

**APPRAISAL:**

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

The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9954

3

**TITLE:** Radiology technology licensing files

**DATES:** 1990-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for Radiology Practical Technicians. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit a written, verified statement under the guidelines prescribed by the Radiology Technologist Licensing Board. Applicants are also required to be of good moral character, be a graduate of an accredited educational program or be certified by the American Registry of Radiologic Technologists and have passed an approved examination. In addition, applicants are required to complete an educational program in radiation protection procedures and equipment operation, complete one or more educational courses in anatomy and positioning for specific areas of the human body. These areas include the skull, chest and extremities, spine, pelvis and abdomen, and feet and ankles. Technicians are required to renew their licenses biennially. Also, Radiological Practical Technicians must perform their duties under the general supervision of a licensed radiologist (UCA 58-54-4-7 (1991)). Information includes name, social security number, mailing and business address, residence, telephone number, gender, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9954

**TITLE:** Radiology technology licensing files

(continued)

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9737

3

**TITLE:** Recreational therapy licensing files

**DATES:** 1985-

**ARRANGEMENT:** Numerical by license number.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document applications, registrations, and licenses for recreational therapy technicians. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit an application, pay a fee determined by the Department of Commerce, be of good moral character, complete an examination determined by the Board of Recreational Therapists, provide proof of completion of an approved high school education and two years of full time paid experience in the therapeutic recreation field. Information includes name, social security number, mailing and business address, gender, telephone number, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9737

**TITLE:** Recreational therapy licensing files

(continued)

then destroy.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

**APPRAISAL:**

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

The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17910

3

**TITLE:** Recreational vehicle dealer licensing files

**DATES:** 1982-

**ARRANGEMENT:** Numerical by license number

**DESCRIPTION:**

These files document applications, registrations, and licenses for recreational vehicle dealers. Under Utah law, applicants must meet specific requirements to be licensed. Information includes name, social security number, birthdate and birthplace, and address.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17910

**TITLE:** Recreational vehicle dealer licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt.employees 63G-2-303  
Controlled. UCA 63G-2-304 (2008)  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9975

3

**TITLE:** Registered nurse licensing files

**DATES:** 1917-

**ARRANGEMENT:** Numerical by license number.

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for Registered Nurses (RN). The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit a written, verified statement that they are in good mental and physical health, of good moral character, and have completed a state approved registered nurse education program. Upon the successful completion of a written examination, the Division of Occupational and Professional Licensing issues a license to practice as a registered nurse. Registered nurses must renew their licenses biennially. The Department of Commerce collects fees for applications, reexaminations, letters of certification, applications for temporary licenses, applications for interim permits, biennial renewals, reactivation, and applications for advanced or special categories of licensures. In addition, registered nurses who certify to practice as nurse anesthetists, practitioners, or specialists, are charged additional fees to practice in these specialties. Information includes name, social security number, mailing and business address, residence, telephone number, gender, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9975

**TITLE:** Registered nurse licensing files

(continued)

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Archives for 10 years and then destroy.

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81240

3

**TITLE:** Renewal notices for licenses

**DATES:** 1985-

**ARRANGEMENT:** Numerical by license number and profession type

**DESCRIPTION:**

This is a notice sent to licensees that their license is due for renewal. The information includes name, address, license number, type of license, and the date the previous license expires.

**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

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office for 3 years after expiration of license and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81240

**TITLE:** Renewal notices for licenses

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Exempt. UCA 58-1-106(2)and(3) 2003

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17361

3

**TITLE:** Residence lien recovery fund registrant licensing files

**DATES:** 1995-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for residence lien recovery fund registrants. Applicants must meet requirements outlined by the Department of Commerce, Division of Occupational and Professional Licensing. Information includes, name, address, birthdate, education, and social security number.

**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:** 02/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in business and economic activities in Utah.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17361

**TITLE:** Residence lien recovery fund registrant licensing files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-301(2)(r) 1995 and UCA 63G-2-302(d) 1995, at-risk govt. employees 63G-2-303

Exempt. UCA 58-1-106(2)and(3) 2003

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 20351

3

**TITLE:** Residence lien recovery fund, notice of commencement of action files

**DATES:** 1995-

**ARRANGEMENT:** Numerical by notice number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records document notices of commencement of action submitted to the Division of Occupational and Professional Licensing by plaintiffs against contractors, subcontractors, and/or real estate developers. Information includes brief explanation of case, amount of damages sought, name and address of fund claimant, and name and address of contractor, subcontractor, and real estate broker.

**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:** 03/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 20351

**TITLE:** Residence lien recovery fund, notice of commencement of action files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17378

3

**TITLE:** Residential electrician licensing files

**DATES:** 1995-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These files document applications, registrations and licenses for residential journeyman electricians. Applicants must meet requirements outlined by the Department of Commerce, Division of Occupational and Professional Licensing. Information includes name, address, birthdate, education, and social security number.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17378

**TITLE:** Residential electrician licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17364

3

**TITLE:** Residential plumber licensing files

**DATES:** 1990-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document applications, registrations, and licenses for residential journeyman plumbers. Applicants must meet requirements outlined by the Department of Commerce, Division of Occupational and Professional Licensing. Information includes name, address, birthdate, education, and social security number.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 17364

**TITLE:** Residential plumber licensing files

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303

Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9791

3

**TITLE:** Respiratory care practitioner licensing files

**DATES:** 1884-1896, 1978-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for respiratory care practitioners. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to show evidence of good moral character, possess a high school education, complete an accredited respiratory care practitioner education program approved by the Respiratory Care Licensing Board and American Medical Association, pass an examination, pay a fee determined by the Department of Commerce, and licenses must be renewed biennially (UCA 58-57-12 (2005)). Information includes name, social security number, mailing and business address, residence, telephone number, gender, birthdate and birthplace, physical characteristics, educational background and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9791

**TITLE:** Respiratory care practitioner licensing files

(continued)

Paper: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2005)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 10512

3

**TITLE:** Social service aide licensing files

**DATES:** 1970-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for social service aids. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit an application, meet the minimum level of education or training as determined by the Board of Social Work Examiners, pass a examination prepared by the board, and be a person of good moral character. Information includes name, social security number, mailing and business address, telephone number, gender, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 10512

**TITLE:** Social service aide licensing files

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 10514

3

**TITLE:** Social service worker licensing files

**DATES:** 1894-1921, 1970-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for social workers. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to submit an application, provide evidence of completion of a baccalaureate degree from an accredited institution, pass an examination prepared by the Board of Social Work Examiners, and be of good moral character. Information includes social security number, mailing and business address, name, telephone number, gender, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years.

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 10514

**TITLE:** Social service worker licensing files

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9793

3

**TITLE:** Speech-language pathologist and audiologist licensing files

**DATES:** 1852-1878, 1978-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files document applications, registrations, and licenses for speech-language pathologists and audiologists. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to provide the Speech-Language Pathology and Audiology Licensing Board with written verification that they hold a doctoral or master's degree in speech-language pathology, speech science, or audiology from an accredited college or university; present the board with certified evidence that they have completed at least one year of professional clinical experience in the treatment and management of patients, be of good moral character, and pass a nationally standardized examination in speech-language pathology or audiology that is approved by the American Speech and Hearing Association. Also, applicants are required to pay a fee determined by the Department of Commerce. The licenses are renewed biennially. (UCA 58-41-5 (2005)). Information includes name, social security number, mailing and business address, residence, telephone number, gender, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9793

**TITLE:** Speech-language pathologist and audiologist licensing files

(continued)

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: Retain in Office until scanned and quality checked and then destroy.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

**APPRAISAL:**

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

The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81236

3

**TITLE:** Summaries of licenses per profession

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by profession

**DESCRIPTION:**

This is a report generated by the Automated License Management System on an as needed basis to show the number of licenses issued for particular professions and specialties.

The information includes the type of license, the total number of licenses issued, the type of speciality within each license type, and the total number of each specialty.

**RETENTION:**

Retain for 30 day(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 30 days and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 81206

3

**TITLE:** Temporary permit report

**DATES:** 1985-

**ARRANGEMENT:** Numerical by report number

**DESCRIPTION:**

This is a report of the temporary permits issued by the division.  
The information includes the name of the permit holder, the  
profession, and the permit number.

**RETENTION:**

Retain for 30 year(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 30 days and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 11187

3

**TITLE:** Utah code amendments

**DATES:** 1963-

**ARRANGEMENT:** Alphabetical by profession

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These files document the Division of Professional and Occupational Licensing (DOPL) amendments to statutes affecting their agency. DOPL prepares amendments and creates statutes for the Utah State Legislature to consider during the general session. This information is gathered to assist DOPL in determining their legislative priorities and agenda for each session.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9783

3

**TITLE:** Veterinarian licensing files

**DATES:** 1978-

**ARRANGEMENT:** numerical by license number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document applications, registrations, and licenses for veterinarians. The Department of Commerce, Division of Occupational and Professional Licensing, issues licenses to qualified applicants. Applicants are required to be a graduate of an accredited veterinarian college; practice under the supervision of a licensed veterinarian for at least six months; participate in veterinarian investigational, educational, or sanitary control work; pass an examination approved by the Veterinarian Board; be of good moral character; pay a fee determined by the Department of Commerce; and to renew the license biennially (UCA 58-28-4 (2005)). Information includes name, Social Security number, mailing and business address, residence, telephone number, birthdate and birthplace, physical characteristics, educational background, and endorsements. Applicants are required to submit a photograph with their application.

**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:** 06/2006

**FORMAT MANAGEMENT:**

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

Paper: For records prior to and including 2008. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 9783

**TITLE:** Veterinarian licensing files

(continued)

Paper: Retain in Office until scanned and quality checked and then destroy.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
The decision was made to hold previously filmed microfilm and microfiche licenses as a historical sample of one of the department's functions.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(r) (2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008), at-risk govt. employees 63G-2-303  
Exempt. UCA 58-1-106(2)and(3) (2008)

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 27214

1

**TITLE:** Vocational rehabilitation counselor licensing files

**DATES:** 2009-

**ARRANGEMENT:** Numerical by license number

**DESCRIPTION:**

These records contain information required to regulate and license vocational rehabilitation counselors. The records document that the applicant has met all of the requirements for licensure. Application information includes name, address, date of birth, social security number, telephone number, work experience, education, and transcripts.

**RETENTION:**

Retain for 10 year(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 10 years after application is approved or denied and then delete.

Paper copy: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

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

In 2009, the Utah State Legislature passed UCA 58- requiring the licensing of vocational rehabilitation counselors.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Professional Licensing

**SERIES:** 27214

**TITLE:** Vocational rehabilitation counselor licensing files

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(b)(h),(2)(d); UCA 63G-2-303