

Retention and Classification Report

Agency: Salt Lake County (Utah). Division of Business Licensing (954)
2001 South State Street, N-3600
Salt Lake City, UT 84190-4050

Records Officer

18907 *Approved identification cards weekly list

AGENCY: Salt Lake County (Utah). Division of Business Licensing

SERIES: 18907

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TITLE: Approved identification cards weekly list

DATES: 1975.

ARRANGEMENT: Alphabetical

DESCRIPTION:

This is a listing of identification cards approved by the Board of County Commissioners during regular meetings. It is used for staff reference purposes only. The listing includes name, address, and information about job position.

RETENTION:

Retain until records to which they pertain are destroyed

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until records to which they pertain are destroyed and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

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(continued)

SECONDARY CLASSIFICATION(S):

Private. address, job, position, sex