

SECTION 20. LIQUOR LICENSING RECORDS

Records relating to the issuance, renewal, transfer, suspension or revocation of licenses for establishments that sell alcohol beverages under County jurisdiction.

General Instructions	
<ul style="list-style-type: none"> ▪ The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.). ▪ Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy. ▪ No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold. 	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
1. ALCOHOL BEVERAGE LICENSING RECORDS.		
<p>A. Alcohol Beverage Licensing Files. Records relating to applications for all types of beer and liquor licenses, including:</p> <ul style="list-style-type: none"> ▪ Boundary maps ▪ Certificates of incorporation or good standing ▪ Change of corporate or trade name forms ▪ Change of location permits ▪ County/State application forms ▪ Floor diagram ▪ Individual history forms ▪ Manager's registration and change of manager forms ▪ Modification of premises ▪ Neighborhood petitions ▪ Ownership records including lists of officers, stockholders and directors, partnership agreements, articles of organization, operating agreements, certificates of authority, and corporate changes ▪ Record of payment of fees ▪ Record of posting of premises ▪ Other application and background materials 	County Administrator's Office	1 year + current after establishment ceases operation or after final denial, expiration, revocation, termination or transfer of the license, except that any background materials that will also apply to a transferred license should be retained from the original license file
<p>B. Renewal Records – Alcohol Beverage Licenses. Applications and supporting documentation relating to annual renewal of an alcohol beverage license.</p>	County Administrator's Office	1 year + current after renewal or transfer of ownership
<p>C. Special Events Licenses. Application materials and supporting documentation for special events alcohol beverage licenses.</p>	County Administrator's Office	1 year + current after event

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
D. Temporary Alcohol Beverage Permits. Application materials and supporting documentation relating to issuance of temporary alcohol beverage permits.	County Administrator's Office	1 year + current after permit expiration
2. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation	
3. LIQUOR LICENSING AUTHORITY RECORDS.	See: Section 3 Board of County Commissioners Records for agendas, minutes, recordings and other records for the Board sitting as another decision-making body	
4. LISTINGS OF LICENSEES – ALCOHOL BEVERAGES.	County Administrator's Office	Until superseded
5. VIOLATION RECORDS. Documentation and background material for administrative hearings and hearings held by the liquor licensing authority (the Board of County Commissioners) to show cause why an alcohol beverage license should not be suspended or revoked, including hearing notices, exhibits and hearing findings.	County Administrator's Office	Violation Records: 1 year + current after establishment ceases to do business or license is transferred Violations Spreadsheet: Until superseded