Retention and Classification Report

Agency: Department of Agriculture and Food. Chemistry Laboratories (34)

350 North Redwood Rd.
P.O. Box 146500
Salt Lake City, UT 84114-6500
801-533-4128

Records Officer: _____

80701	Analytical data files
80700	Chemistry laboratory analysis reports
80705	Daily milk report files
80703	Water testing for bacteriologic examination files

AGENCY: Department of Agriculture and Food. Chemistry Laboratories

SERIES: 80701 3
TITLE: Analytical data files
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These are printouts that are generated by the analytical equipment used in the laboratory. The data is transferred to the chemistry laboratory report but this information is needed for backup.

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: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

This information is backup and can be used in court.

AGENCY: Department of Agriculture and Food. Chemistry Laboratories

SERIES: 80700 3
TITLE: Chemistry laboratory analysis reports
DATES: 1982-
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

These are copies of the analysis done for the department on different agriculture products. The original is kept in the client file. They show the tests run on each product and the results of these tests. Products tested include fertilizers, pesticides and feed.

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: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

Computer data files backup: Retain in Office until administrative needs end and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Agriculture and Food. Chemistry Laboratories

SERIES: 80705 3
TITLE: Daily milk report files
DATES: 1984-
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

These are analysis reports done for Food Inspection on milk samples. They test for bacteria count and coliform count.

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: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy provided there is no regulatory action to be taken.

Computer data files backup: Retain in Office until administrative needs end and then delete.

APPRAISAL:

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

AGENCY: Department of Agriculture and Food. Chemistry Laboratories

SERIES: 80703 3
TITLE: Water testing for bacteriologic examination files
DATES: 1984-
ARRANGEMENT: Chronological
DESCRIPTION:

These files are testing files for well water and other water used for agricultural purposes. The original copy goes to the division of Agriculture which requested the test for inclusion in the inspection file.

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: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

Computer data files backup: Retain in Office until administrative needs end and then delete.

APPRAISAL:

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