

## Retention and Classification Report

**Agency:** Dairy and Food Commission (288)

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**Records Officer:** \_\_\_\_\_

11250	*Administrative correspondence
06540	*Biennial reports
00586	*Dairy minutes

**AGENCY:** Dairy and Food Commission

**SERIES:** 11250

1

**TITLE:** Administrative correspondence

**DATES:** 1909.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2017.

**AGENCY:** Dairy and Food Commission

**SERIES:** 6540

3

**TITLE:** Biennial reports

**DATES:** 1897-1920.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The Biennial Report of the State Dairy and Food Department outlines the policies, procedures and specific department activities relating to food and dairy production and distribution in the state. The reports include an evaluation of the general situation on food processing and inspection, deeding and slaughter houses, packaging, distribution and storage facilities and recommendations. Statistics and tables supplement the information and analyses. Reports from the State Chemist, Hotel inspection, State Dairy and Food Bureau, and the Weight and Measurements Department are also included from 1909-1914.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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 historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2017.

**AGENCY:** Dairy and Food Commission

**SERIES:** 586

3

**TITLE:** Dairy minutes

**DATES:** 1955-1958.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
As per page xviii of the general schedule

**PRIMARY DESIGNATION:**

Public