

## Retention and Classification Report

**Agency:** Department of Agriculture and Food. Division of Regulatory Services (395)

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

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**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 29220

3

**TITLE:** Accounts payable and receivable

**DATES:** 2012 -

**ARRANGEMENT:** Chronological, thereunder alphabetical

**DESCRIPTION:**

These records document the receipt of customer payment and other financial information.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 28957

3

**TITLE:** Active dairy establishment files

**DATES:** 1980-

**ARRANGEMENT:**

**DESCRIPTION:**

The Division provides regulatory oversight of dairy establishments and products within the state. These records document the regulation of dairy facilities that are currently operating, and are kept as evidence of any consideration of regulatory action. Records include facility information, approval notices, violations and documentary evidence, corrective actions, non-compliance citations, warning letters, and related correspondence.

**RETENTION:**

Retain for 80 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 79 years and then destroy.

Computer data files: Retain in Office until facility closes and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 28957

**TITLE:** Active dairy establishment files

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2017.

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 80440

3

**TITLE:** Bedding, upholstered furniture, and quilted clothing license records

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by name.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document the agency's mandate to issue licenses for the manufacture, repair, or wholesale of bedding, upholstered furniture, quilted clothing, or filling material, as described in Utah Code 4-10(2017) and Utah Administrative Code R70-101(2017) and 201(2017). Records may include applications, change requests, inspections and/or actions taken, renewal notices, correspondence, financial information regarding payments for new licenses and renewals, and related records. Actual licenses are not included in this series.

**RETENTION:**

Retain for 3 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 7 years after license expires and then destroy.

Computer data files: Retain in Office for 7 years after license expires and then delete.

**APPRAISAL:**

These records have administrative value(s).

**RETENTION JUSTIFICATION:**

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 80440

**TITLE:** Bedding, upholstered furniture, and quilted clothing license records

(continued)

7-year retention is to accommodate financial information regarding payments for new licenses and renewals, which may be included in these records.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-301(3)(r)(2014) and 63G-2-305(51)(2017)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2017.

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 9839

3

**TITLE:** Closed dairy establishment files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by establishment name thereunder chronological by date.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

The Division provides regulatory oversight of dairy establishments and products within the state. These records document the regulation of closed dairy facilities and are kept as evidence of any consideration of regulatory action by the department. Records include facility information, approval notices, violations and documentary evidence, corrective actions, non-compliance citations, warning letters, and related correspondence.

**RETENTION:**

Retain for 8 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office until facility has closed and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office until facility closes and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 9839

**TITLE:** Closed dairy establishment files

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2016.



**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 9842

3

**TITLE:** Correspondence

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by subject.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records document material discussions and decisions made regarding all agency interests.

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 9842

**TITLE:** Correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2018.

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 9838

3

**TITLE:** Dairy inspection reports

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological by date.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

The Division provides regulatory oversight of dairy establishments and products within the state. These records document the routine dairy inspections and dairy hauler evaluations conducted by the Department of Agriculture and Food, and may include applications, inspection and evaluation forms, laboratory results, receipts, and any related correspondence.

**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:** 11/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year 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 Agriculture and Food. Division of Regulatory Services

**SERIES:** 9838

**TITLE:** Dairy inspection reports

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(d)(2016)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2016.

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 80588

3

**TITLE:** Egg grading inspection reports

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by company

**ANNUAL ACCUMULATION:** 2.50 cubic feet.

**DESCRIPTION:**

These files contain reports of egg grading done in Utah. It includes establishment name, address, shell egg grader and inspectional data.

**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).  
These retention satisfies the time limit for starting a civil procedure which is three years 78-12-26 (3).

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 85185

3

**TITLE:** Establishment Files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

Records created by agency administration to document the research, creation and application of agency programs, policies and procedures. May include correspondence, policy and program case files, and executive files documenting leadership roles and decision making processes.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**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 transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 85185

**TITLE:** Establishment Files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 80442

3

**TITLE:** Food establishment files

**DATES:** 1946-1969; 1971-1973; 1982-

**ARRANGEMENT:** Alphabetical by facility name.

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These files provide the inspection history of the facilities regulated by the Department of Agriculture and Food. They are kept as evidence for any consideration of regulatory action by the department. Information may include the facility name, address, department approval date, noted violations, corrective actions, non compliance citations, photographs of violations, laboratory results, warning letters, and other correspondence.

**RETENTION:**

Retain for 3 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/2004

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after facility is closed and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based upon the administrative needs of the agency.



**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 80442

**TITLE:** Food establishment files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 9840

3

**TITLE:** Food inspection reports

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by company name, thereunder chronological.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These reports document food inspections conducted by the Department of Agriculture and Food. Inspections are routinely conducted by the department as part of the regulation of food establishments within the state. Information includes the facility name, address, inspection date, type of inspection, violations and actions taken.

**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:** 05/2004

**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 Agriculture and Food. Division of Regulatory Services

**SERIES:** 9840

**TITLE:** Food inspection reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2018.

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 80587

3

**TITLE:** Hold order/hold order release files

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These files are used by plant industry and food inspection/ weights and measures. The are used to put a hold on a shipment of merchandise that is substandard. When the shipment is brought to Utah standards it may be released or if it cannot be brought to standard it is destroyed or sent back to point of origin. It includes company name, address and reasons for hold.

**RETENTION:**

Retain for 2 year(s) after resolution of issue

**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 2 years after release or return of product and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 30299

3

**TITLE:** License and registration applications

**DATES:** 1990-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records are the licenses and applications for the Weights and Measures program and document payments made for fees and other related accounts. Information may include payments made, monies due, applicant's personal information, and related information.

**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.

Computer data files: Retain in Office for 7 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 30299

**TITLE:** License and registration applications

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2)(b) (2021)

**SECONDARY DESIGNATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2022.

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 80631

3

**TITLE:** Voluntary registration of servicemen

**DATES:** 1983-

**ARRANGEMENT:** none

**DESCRIPTION:**

These files contain information on servicemen licensed to repair scales in Utah. They contain name, address, what they are repairing servicing or installing, past experience and questions regarding their knowledge of their trade.

**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:** 03/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

These documents need to be kept 3 years to satisfy the statute of limitations. If there are serious or recurring problems these are noted in the inspection files.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 26780

3

**TITLE:** Weights and measures establishment files

**DATES:** 1973-

**ARRANGEMENT:** Alphabetical by establishment name, thereunder chronological.

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

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 3 year(s) after final action

**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 3 years after facility has closed and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 26780

**TITLE:** Weights and measures establishment files

(continued)

**SECONDARY DESIGNATION(S):**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2018.

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 80242

3

**TITLE:** Weights and measures inspection reports

**DATES:** 1973-

**ARRANGEMENT:** Alphabetical by company name.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

This series contains inspection reports of companies that weigh and measure food and non-food commodities sold in the state. Inspections protect consumers and retailers from unfair business practices by ensuring that commercial weighing and measuring devices perform accurately. Information includes company names, inspection violations, actions, and correspondence.

**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). Recommended retention is by order of UCA 78-12-26(3) a person has three years to start civil procedure in which they may need these records for evidence.