Retention and Classification Report

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

350 North Redwood Road
P.O. Box 146500
Salt Lake City, UT 84114-6500
801-538-7124

Records Officer: _____

29220	Accounts payable and receivable
28957	Active dairy establishment files
01106	*Administrative records
03544	*Agency correspondence and reports
80440	Bedding, upholstered furniture, and quilted clothing license
09839	Closed dairy establishment files
09842	Correspondence
09838	Dairy inspection reports
80588	Egg grading inspection reports
85185	Establishment Files
26972	*Establishment registration files
80442	Food establishment files
09840	Food inspection reports
30305	*Historical weights and measures inspection reports
80587	Hold order/hold order release files
30299	License and registration applications
80441	*Sanitation program information formulation system
80631	Voluntary registration of servicemen
26780	Weights and measures establishment files
80242	Weights and measures inspection reports

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: 1106 1

TITLE: Administrative records

DATES: 1968-1974.

ARRANGEMENT: Alphanumerical

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 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).

These records have historical value as they document policies and programs of the department during the mid-20th-century.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2016.

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

SERIES: 3544 1
TITLE: Agency correspondence and reports
DATES: 1959-1996.
ARRANGEMENT: None
DESCRIPTION:

This series contains correspondence and inspection and lab reports. Correspondence is between state food and drug division and other state, local, and federal governmental agencies, companies, farms, churches, students, etc., wanting or providing information about food and drug products, product safety, publications, and other related matters.

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.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

These records have historical value as they document policies, procedures, events, publications, reports, and other information about food and drug products and product safety in the last half of the nineteenth century in Utah. They also provide a snapshot of companies, restaurants, etc. , involved with food and drug production and safety issues during that time period.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

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: 26972 3
TITLE: Establishment registration files
DATES: 2005.
ARRANGEMENT: Alphabetical by program name and establishment size, thereunder chronological by payment date.

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 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 and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
UAC R70-960 and 540 (2008) and UCA 4-5-9 and 4-9-15 (2008)

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: 30305 3
TITLE: Historical weights and measures inspection reports
DATES: 1920-1988.
ARRANGEMENT: Chronological.
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. These records are considered historical due to age and/or historical significance.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are considered historical because they provide evidence of significant policy formulation and business processes of the government.

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

SERIES: 30305
TITLE: Historical weights and measures inspection reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2022.

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: 80441 3
TITLE: Sanitation program information formulation system
DATES: 1980-1990.
ARRANGEMENT: Alphabetical by company name.
DESCRIPTION:

The purpose of this system is to retrieve and track data on sanitation inspection of food establishments. Information included is: Company profile, name, address, district, sanitarian assigned, inspection frequency, size, type and 44 categories of inspection data and client history.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1988

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 year and then print on paper.

APPRAISAL:

These records have administrative value(s).

This information is stored on the capitol computer it is kept for a 12 month cycle of inspection and then off-loaded to paper records which are kept in the food establishment client files. These files have a retention of five years.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2016.

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.