

## Retention and Classification Report

**Agency:** Soil Conservation Committee (870)

350 North Redwood Road  
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**Records Officer:** \_\_\_\_\_

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**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 911

3

**TITLE:** Account book

**DATES:** 1938-1943.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

This book contains the 1939 financial statement and documents all accounting. Name, purchase, warrant number, payroll fees, travel supplies purchased, advertising purchased and other accounting information is included.

**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 historical value(s).

This book documents the use of funds by the Soil Commission.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 1197

3

**TITLE:** Administrative records

**DATES:** 1946-1959.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These records contain the administrative records of the Soil Conservation Committee.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
There are no holdings for this series. These records document the history of the Soil Commission.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 9903

3

**TITLE:** Agricultural advisory board minutes

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records created by a committee or conference, including advisory committee records relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 80290

3

**TITLE:** Agriculture resource development loan records

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by name.

**ANNUAL ACCUMULATION:** 7.00 cubic feet.

**DESCRIPTION:**

These records document monies loaned from Agriculture Resource Development funds. Loans are used to fund such conservation projects as sprinkler systems, watershed projects, and prevention of waterways contamination. Records may include correspondence, security filings, title policies, loan histories trust deeds, and other legal documents.

**RETENTION:**

Retain for 7 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:** 04/2004

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after loan is paid out and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer output microfiche master: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

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

This retention reflects the administrative needs of the agency.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 80290

**TITLE:** Agriculture resource development loan records

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 15645

3

**TITLE:** Annual reports

**DATES:** 1938-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. The fiche have copies of the 1946 biennial report.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then microfilm and transfer to State Archives 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 historical value(s).

Publications document agency history and functions. Publications have ongoing research value.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 15645

**TITLE:** Annual reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.



**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 15647

3

**TITLE:** Auditors reports

**DATES:** 1990-

**ARRANGEMENT:** Numerical by date

**DESCRIPTION:**

Report prepared by internal or external auditors as a result of a financial audit.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

**AUTHORIZED:** 10-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 14121

3

**TITLE:** COVID grant records

**DATES:** 2020-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records concern emergency grants distributed by State agencies during COVID, reimbursing farms and ranches for monetary loss due to the pandemic. Records may contain applications, notice of award, program reports, and correspondence.

**RETENTION:**

Retain for 7 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

**AUTHORIZED:** 07-23-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after grant opportunity expires and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

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

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 14121

**TITLE:** COVID grant records

(continued)

**PRIMARY DESIGNATION:**

Public                      Utah Code 63G-2-301(3)(e)

**SECONDARY DESIGNATION(S):**

Protected.                      Utah Code 63G-2-301(3)(e)

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 29642

3

**TITLE:** Conservation Commission meeting minutes

**DATES:** 2006-

**ARRANGEMENT:** Chronological by fiscal year.

**DESCRIPTION:**

These records support the agency's function to disseminate information about conservation districts' activities, supervise the formation of conservation districts, prescribe uniform recordkeeping procedures, and coordinate conservation programs, as described in Utah Code 4-18-105(2017). Contained in or with the minutes is the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2017)), including the agenda, notices, and any public materials distributed at the meeting.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are of historical interest as they document the decisions and actions of a governing body.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 29642

**TITLE:** Conservation Commission meeting minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2018.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 29643

3

**TITLE:** Conservation districts meeting minutes

**DATES:** 2006-

**ARRANGEMENT:** Chronological by fiscal year.

**DESCRIPTION:**

These records support the Conservation Commission's function to prescribe uniform recordkeeping procedures for conservation districts within Utah, and to coordinate conservation activities and programs of state agencies, as detailed in Utah Code 4-18-105(2017). These records also support each conservation district in its mandate to investigate, research, and implement solutions regarding soil erosion, water pollution, and other environmental issues, as detailed in Utah Code 17D-3-103(2008). Contained in or with the minutes is the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2017)), including the agenda, notices, and any public materials distributed at the meeting.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 29643

**TITLE:** Conservation districts meeting minutes

(continued)

**APPRAISAL:**

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

These records are of historical interest as they document the decisions and actions of a governing body.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2018.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 81038

3

**TITLE:** Contracts

**DATES:** 1978-

**ARRANGEMENT:** Alphabetical by department

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Contracts entered into by the Department of Agriculture usually for professional services.

**RETENTION:**

Retain for 7 year(s) after expiration of contractual agreement

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years or until termination or completion and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This retention is based on Utah General Schedule 14 item 3 1988 schedule.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 1245

1

**TITLE:** Correspondence

**DATES:** 1955-1965.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Correspondence documents the administration or management of the Soil Conservation Commission, commission organization, it's policies, procedures and achievements.

**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).

Records in this series document agency history, functions, and decisions. These documents have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 14120

3

**TITLE:** District program reports

**DATES:** 1970-

**ARRANGEMENT:** Chronological by fiscal year

**DESCRIPTION:**

These records document district program reports from the Department of Agriculture, Division of Marketing and Enhancement, Soil Conservation section. Information includes test results, programs, development plans, tests, and correspondence.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in soil conservation in Utah.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 14120

**TITLE:** District program reports

(continued)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305 (2008)

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 15646

1

**TITLE:** Financial information resources system (FIRMS) year end reports

**DATES:** 1980-

**ARRANGEMENT:**

**DESCRIPTION:**

Includes the following: FICAA01T Trail balance monthly. FICAA05P Outstanding encumbrance. FICAA09P Outstanding reservation. FICAA10P Cash deposits. FICAA30P General ledger activity. FICAA85P Revenue and expenditure status by fund. FICAED01 Expenditure detail by sub-account. FICAES01 Expenditure status by sub-account. FICAES02 Work program/expenditure comparison by summary account. FICARD01 Revenue detail by sub-account within organization. FICARS01 Revenue status by sub-account. FICARS02 Estimated revenue/realized revenues. FICAER01 Expenditure/revenue summary by level 2. FICAMP01 Revenue account status by activity other than Department of Transportation. OBSOLETE RECORD SERIES BY 1998.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (1)(e) (2008)

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 80287

3

**TITLE:** Ground water policy committee files

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

This file includes list of workshop members, workshop minutes and strategy reports. This committee was formed as required by the Federal Environmental Health Protection Agency. The purpose of the committee is to formulate Utah State public policy on ground water use and misuse. These are original files. The EPA has also received a copy.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**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 transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 583

1

**TITLE:** Inspector's statistical reports

**DATES:** 1958-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**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.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 80289

3

**TITLE:** Loan receivables

**DATES:** 1983-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 7.00 cubic feet.

**DESCRIPTION:**

These records contain daily and monthly statements that track Agriculture Resource Development Loans. Money is borrowed to promote resource development projects for non-federal rangeland improvement and management, and to implement energy efficient farming techniques.

**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:** 04/2004

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This retention reflects the administrative needs of the agency.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 80289

**TITLE:** Loan receivables

(continued)

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 80286

3

**TITLE:** Non-point source pollution act files

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by project

**DESCRIPTION:**

These files document progress on federally funded 208 water projects. The documents included are project proposal, work plan, application, memorandum of understanding, evaluation of project, map of area, problem identification and assessment and technical contracts. These are copies of records kept by the federal government. The 208 program no longer exists.

**RETENTION:**

Retain for 3 year(s) after end of project or program

**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 after project is finished and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based on 7 CFR 708.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 30290

1

**TITLE:** Petroleum storage tank fund loan files

**DATES:** 1994-

**ARRANGEMENT:** Alphabetical by applicant's surname.

**DESCRIPTION:**

These records contain loan information pertinent to a particular loan applicant. Information includes eligibility application, financial application, and supporting documentation. The supporting documents may include tax returns, financial statements, promissory notes, trust deeds, construction contracts, and correspondence. The loan originates with the Department of Environmental Quality (DEQ) and is then given to the Department of Food and Agriculture to manage (Utah Code 4-18-105(1)(f,g)). DEQ maintains a copy of the loan for reference (SSRS-23250: Petroleum storage tank fund loan files).

**RETENTION:**

Retain for 3 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

The retention schedule trigger of "final action" is considered to be final payoff of the loan.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 30290

**TITLE:** Petroleum storage tank fund loan files

(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. Conservation Commission

**SERIES:** 80292

3

**TITLE:** Rangeland film project file

**DATES:** 1978.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

This file is the history of a rangeland development film produced by the department of Agriculture. It contains a list of the cast, director, production studio and budget. One copy of the film is already in the archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

This retention is based on Administrative need. Unless another film is made within five years, the information would probably be too old to help on subsequent projects.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 2377

3

**TITLE:** Reports

**DATES:** 1936-1976.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The fiche have copies of reports on the Richfield-West Sevier Watershed Flood Project, 1973, 1975, and 1976. Included are statistics, maps, 2 photos (all included in the reports.)

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently and then microfilm.

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 historical value(s).

Disposition based on value of records in documenting a particular watershed flood project.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 5836

3

**TITLE:** Resource map: State of Utah

**DATES:** 1940.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

This series has a map which shows the status of the state soil conservation districts in 1940.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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 historical value(s).

This map details state resources for the World War II era.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2018.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 80288

3

**TITLE:** Rural clean water project files

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by project name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files document the progress of rural clean water projects. Included in these files are applications for funds, project proposals, outline of work project, maps of monitoring sites, project reports, review of projects and comments from the panel. These are not the record copy which is kept by the Rural Clean Water office of the Environmental Protection Agency.

**RETENTION:**

Retain for 3 year(s) after end of project or program

**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 after the end of the project and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based on 7 CFR 708 which states that these records should be kept 3 years past the end of the project.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 80291

3

**TITLE:** Rural rehabilitation loan files

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document and track monies loaned from Rural Rehabilitation funds to various borrowers. These funds are to help new farmers get started and current farmers to improve farming operations and/or improve cash flow. These records may include correspondence, security filings, title policies, loan histories and legal documents such as trust deeds.

**RETENTION:**

Retain for 18 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 16 years and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). This retention reflects 3 years beyond the life of the longest loan.



**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 80291

**TITLE:** Rural rehabilitation loan files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 84816

3

**TITLE:** Soil conservation commission minutes

**DATES:** 1944-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This board oversees the expenditure of federal funds and its records are important for future decision making as well as historically valuable.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 84816

**TITLE:** Soil conservation commission minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 80284

3

**TITLE:** Soil conservation district educational program files

**DATES:** 1980-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This program is designed to educate the public about conservation by giving awards for soil conservation projects. These awards include the Good-Year Tire Company award, Sammy the Soil Saver award, Soil Conservationist of the Year and youth awards.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These awards combined with the project file show the history of the efforts used by this department to conserve soil in the state of Utah.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 80241

3

**TITLE:** Soil conservation district elections

**DATES:** 1979-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This is an automated program which stores the ballot information correspondence and a ballot tallying program. It includes names of land owners living in certain soil conservation districts, their mailing address and a tally of the voting. It is a secret ballot but the tally is published in the newspaper.

**RETENTION:**

Retain for 2 year(s) or for 0

**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:**

Computer data files: Retain in Office for 2 years or until superseded and then erase.

Paper: Retain in Office for 30 days after the results have been published in the newspaper and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention date was reached because of administrative need for these records. The elections are to be held every 2 years, UCA 4-18. However, federal referendums according to 7 CFR 719.25 states that the actual ballots need only be kept 30 days.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 80241

**TITLE:** Soil conservation district elections

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 80283

3

**TITLE:** Soil conservation district files

**DATES:** 1944-

**ARRANGEMENT:** Alphabetical by district name

**DESCRIPTION:**

These files are the central administrative files documenting the planning and operations of the 39 Soil Conservation Districts (SCD's). These files are divided into current year, past 2 years and historical data. They include many general schedule items as well as the record copy of long range plans, year end reports, and short range plan reports.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**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 transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This retention is based on administrative need as well as historical interest.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 80283

**TITLE:** Soil conservation district files

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 9902

3

**TITLE:** Soil conservation district histories

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

**RETENTION:**

Permanent. Retain for 11 year(s)

**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 for 10 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 15648

3

**TITLE:** Technical assistance grants

**DATES:** 1980-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Accepted proposals and applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds and project budgets. Specific grant case files may have additional retention requirements, please contact the State Archives to schedule a specific retention.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

**AUTHORIZED:** 07-23-2018

**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 value(s).

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 15648

**TITLE:** Technical assistance grants

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2017.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 22518

1

**TITLE:** Utah State ground water program records

**DATES:** 1994-

**ARRANGEMENT:** Chronological by year, thereunder numerical by sample number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These program records provide information about water quality to well owners whose wells are not covered under the Clean Water Act. They also provide information about water quality for general areas to the public and other state agencies. All records are connected by the sample number. After a sample is taken the physical attributes and GPS location are recorded on a database. Information from the data base and lab are merged into an electronic data base. An annual report containing general site maps, chemical data tables, and text are filed with the State Library System. The Pre-Sample Information Form is a paper document with all other information held in electronic data bases. A hard copy report is published annually with summaries of the chemical data and maps showing general locations. A digital image is also recorded at each site to assist in follow up visits to identify well locations. These images are labeled with the sample number and burned into a compact disc (CD) at the end of each sample season. It is projected by the agency that each sample site will be resampled every 5 to 7 years.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**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.

Computer magnetic storage media: 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.

**AGENCY:** Department of Agriculture and Food. Conservation Commission

**SERIES:** 22518

**TITLE:** Utah State ground water program records

(continued)

CD-ROM: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

**APPRAISAL:**

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

This disposition is based on the historical value to researchers interested in water quality in Utah.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Home address, telephone number, and instructions showing the well or sample location.