

Retention and Classification Report

Agency: Trade Commission (1144)

, UT

Records Officer: _____

02450	*Annual reports
00769	*Consumer complaints case files
00770	*Correspondence
00616	*Fair trade contract case files
25631	*Laws and regulations
09997	*Miscellaneous records

AGENCY: Trade Commission

SERIES: 2450

3

TITLE: Annual reports

DATES: 1952-1955.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These are reports on program activities and accomplishments of the county or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

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).

These records document the activities and programs of the Trade Commission.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Trade Commission

SERIES: 769

3

TITLE: Consumer complaints case files

DATES: 1973-1976.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Whistle-blower, fraud, and criminal complaints. Includes anonymous letters, complaints, criticism and suggestions, and agency replies thereto. Also includes those complaints which were the basis of an investigation or from which administrative action was taken, and those incorporated into individual personnel files.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Complaint investigation files, GRS-1969.

AUTHORIZED: 05-01-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-305 (2)(a) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

AGENCY: Trade Commission

SERIES: 770

1

TITLE: Correspondence

DATES: 1965-1983.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Correspondence documents the administration or management of the Trade Commission, office organization, its 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 administrative, and/or historical value(s).
This correspondence documents the activities of the commission.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Trade Commission

SERIES: 616

3

TITLE: Fair trade contract case files

DATES: 1937-1954.

ARRANGEMENT: Numerical or chronological by year(s) thereunder alphabetical by company name.

DESCRIPTION:

The Utah Fair Trade Act of 1937 gives trade-mark owners, producers and distributors the legal right to establish minimum resale prices on their products. Contracts between manufacturers/producers and distributors are filed with the Trade Commission of Utah along with minimum prices established on commodities sold under said agreement. These are schedules showing minimum prices, some original or modified contracts, and related correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

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).

These records document the activities of the commission and record their interactions with clients.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Trade Commission

SERIES: 25631

3

TITLE: Laws and regulations

DATES: 1947-1983.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains pamphlets created by the Trade Commission of Utah with selections of the Utah Code pertaining to the Acts Regulating Fair Trade and Unfair Practices in Commerce. Holdings include those published April 1, 1947 and June 1, 1954.

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 with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Trade Commission

SERIES: 9997

3

TITLE: Miscellaneous records

DATES: 1964-1965.

ARRANGEMENT: None.

DESCRIPTION:

Included are sample form letters (1964-1965), a copy of amendments to sections 76-59-6 and 76-59-7 as enacted by chapter 159 of "Laws of Utah, 1955," and a copy of a publication entitled "Acts Regulating Fair Trade and Unfair Practices in Commerce."

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.