Retention and Classification Report

Agency: Governor's Office of Economic Opportunity. International Diplomacy (2590)

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Records Officer: _____

84330	Export directory
06683	International Development trade files
59906	International office correspondence
00534	*Trade conferences
06652	Utah Taipei trade office financial reports

AGENCY: Governor's Office of Economic Opportunity. International Diplomacy

SERIES: 84330 3
TITLE: Export directory
DATES: 1980-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

This directory is a listing of Utah businesses that export products abroad. It provides a reference for public and private enterprise, containing information about each company's foreign business such as products and amounts exported per year. It also includes guidelines on foreign shipment, legal services, export management consultants and transportation services. The directory concludes with an index.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Disposition based on the historic value of these records in documenting business and fiscal matters between state government and private industry.

PRIMARY DESIGNATION:

Public

AGENCY: Governor's Office of Economic Opportunity. International Diplomacy

SERIES: 6683 3
TITLE: International Development trade files
DATES: 1984-
ARRANGEMENT: None
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

These records are created by the International Business Development trade office. The records document efforts by the office and Utah communities to attract overseas businesses to Utah and increase exports from Utah companies to Asia and the Pacific Rim. Information includes federal government reports about foreign businesses and business climates; brochures about Utah and the mountain west printed in Japanese; correspondence between the office, Utah communities, companies interested in locating operations in Utah, and local companies interested in exporting goods; and brochures about the various Utah companies that wish to export their goods to Asian and Pacific Rim markets.

RETENTION:

Permanent. Retain for 3 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: 07/2000

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.

APPRAISAL:

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

These records document the history and activities of International Development office.

AGENCY: Governor's Office of Economic Opportunity. International Diplomacy

SERIES: 6683
TITLE: International Development trade files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Governor's Office of Economic Opportunity. International Diplomacy

SERIES: 59906 3
TITLE: International office correspondence
DATES: 1981-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This is correspondence to and from the International Office of the Department of Community and Economic Development, indicating Utah's involvement with international trade and bids for international business considerations. Included are letters and memoranda, and invitations.

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: 10/1987

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).

Program correspondence has a permanent retention.

AGENCY: Governor's Office of Economic Opportunity. International Diplomacy

SERIES: 59906
TITLE: International office correspondence

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Governor's Office of Economic Opportunity. International Diplomacy

SERIES: 534 1
TITLE: Trade conferences
DATES: 1985-2015.
ARRANGEMENT: Alphabetical by trade show name, thereunder chronological.
DESCRIPTION:

These are documents retained strictly for reference and informational purposes which are not part of any other official files. They include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, extra (non-record) copies of policy and procedure files, brochures, catalogs, vendor price lists, and publications prepared internally and externally.

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 1 year or until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Governor's Office of Economic Opportunity. International Diplomacy

SERIES: 6652 3
TITLE: Utah Taipei trade office financial reports
DATES: 1987-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records are created by the International Development Office within Community and Economic Development. They are primarily bank statements which track the deposit, withdrawal, and transfer of money in the Taipei, Taiwan branch office.

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.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.