

Retention and Classification Report

Agency: Department of Agriculture. Division of Marketing and Enhancement (2770)

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Records Officer: _____

00584	*Correspondence
26401	Market News reports
83644	Market newsletter
80333	Market order referendum files
80334	Marketing order files

AGENCY: Department of Agriculture and Food. Marketing, Communications, and Economic Development Division

SERIES: 584

4

TITLE: Correspondence

DATES: 1951-1956.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Correspondence documents the administration or management of the Dept. of Agriculture's Division of Marketing and Promotion, office 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 administrative, and/or historical value(s).
These records have historical value as they document the organization, policies, and procedures of the agency.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Agriculture and Food. Marketing, Communications, and Economic Development Division

SERIES: 26401

3

TITLE: Market News reports

DATES: 1933-

ARRANGEMENT: Chronological by year, thereunder numerical by report number

DESCRIPTION:

The Market News report is a publication that contains information on state, regional, and national market demands and prices in the livestock and hand grain industry. These reports include statistical information used to compare the state's market prices with other regional and national markets.

RETENTION:

Permanent. Retain for 15 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 10 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 publications have historical value to researchers as they document the trends of Agricultural market prices in the State of Utah since 1933.

AGENCY: Department of Agriculture and Food. Marketing, Communications, and Economic Development Division

SERIES: 26401

TITLE: Market News reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Agriculture and Food. Marketing, Communications, and Economic Development Division

SERIES: 83644

3

TITLE: Market newsletter

DATES: 1954-

ARRANGEMENT: Chronological by date of newsletter.

DESCRIPTION:

The Market newsletter was a semiweekly newsletter produced jointly by the U.S. and Utah Departments of Agriculture and acted as a resource for livestock market pricing. The newsletter includes information from the state's various stockyards about the price of cattle, sheep, and other stock as well as estimates of stock sold.

RETENTION:

Permanent. Retain until administrative need ends

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 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 the activities of the agency and provides a history of some aspects of the livestock industry in Utah.

AGENCY: Department of Agriculture and Food. Marketing, Communications, and Economic Development Division

SERIES: 83644

TITLE: Market newsletter

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Agriculture and Food. Marketing, Communications, and Economic Development Division

SERIES: 80333

3

TITLE: Market order referendum files

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Information concerning referendum votes of marketing orders mandated by 4-2-2(3) UCA. Used by director to hold the referendum. Includes: names of growers, addresses, copy of ballot and vote count.

RETENTION:

Retain for 2 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 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention schedule is based on administrative need.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Agriculture and Food. Marketing, Communications, and Economic Development Division

SERIES: 80334

3

TITLE: Marketing order files

DATES: 1966-

ARRANGEMENT: Alphabetical by marketing order

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Files concerning each marketing order created to aid growers in solving common problems of the industry ie. eradication of disease, pests, marketing and promotion. Included in these records are rules and statutes, marketing plans, feasibility studies, management reports, reports of project implementation, resolutions, history of the order, correspondence and project proposals.

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 5 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 the fact that these records are a history of each marketing order and will have research value for agricultural researcher in years to come. There are some housekeeping records included which will be weeded out.