

## Retention and Classification Report

**Agency:** Department of Agriculture and Food. Division of Animal Industry. Fish Health Policy Board (2800)  
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**Records Officer:** \_\_\_\_\_

27677	*Aquaculture certificates
27666	*Fee fishing files
27678	*Microscope slides of fish disease

**AGENCY:** Department of Agriculture and Food. Division of Animal Industry. Fish Health Policy Board

**SERIES:** 27677

3

**TITLE:** Aquaculture certificates

**DATES:** 1994-2022.

**ARRANGEMENT:** Alphabetical by name of vendor

**DESCRIPTION:**

The certificates are receipts for the sale of aquaculture. Information includes the names and addresses of buyers and sellers, GPS coordinates of the place where the aquaculture was delivered, and weight and other details about the species delivered.

**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:** 05/2011

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years 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).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2022.

**AGENCY:** Department of Agriculture and Food. Division of Animal Industry. Fish Health Policy Board

**SERIES:** 27666

3

**TITLE:** Fee fishing files

**DATES:** 1994-2022.

**ARRANGEMENT:** Alphabetical by pond or owner's name

**DESCRIPTION:**

These files document the licensing of fishing where pond owners collect a fee for fishing in the pond. The files contain fee fishing applications, licenses, correspondence between pond owners and the Division of Fish Health, and any other records that relate to specific pond owners and the licensing process.

**RETENTION:**

Retain for 8 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/2011

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after expiration of fee fishing license 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).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2022.

**AGENCY:** Department of Agriculture and Food. Division of Animal Industry. Fish Health Policy Board

**SERIES:** 27678

3

**TITLE:** Microscope slides of fish disease

**DATES:** 1994-2004.

**ARRANGEMENT:** Numerical.

**DESCRIPTION:**

These slides contains microscopic images of diseases in aquaculture. The photographs were used to study the source and spread of disease.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/2011

**FORMAT MANAGEMENT:**

Slides: Retain in Office for 6 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 02/2016.