Retention and Classification Report

Agency: Department of Agriculture and Food. Horse Racing Commission (3729)

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Records Officer: _____

28563	Accounts receivable and accounts payable invoices
28564	Administrative hearing records
28559	Applications for horse race licensing
28576	Travel records

AGENCY: Department of Agriculture and Food. Horse Racing Commission

SERIES: 28563 3
TITLE: Accounts receivable and accounts payable invoices
DATES: 1982-
ARRANGEMENT: Chronological by year; thereunder by month
DESCRIPTION:

These records document monetary transactions, both accounts payable and accounts receivable, between the Horse Racing Commission and other state and non-state agencies or institutions for supplies, services, or repairs. The records are used to verify amounts owed and amounts paid and the cost of operations for the horse racing program in Utah.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

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 destroy.

APPRAISAL:

These records have administrative value(s).

Documents are used to track accounts receivable and accounts payable.

AGENCY: Department of Agriculture and Food. Horse Racing Commission

SERIES: 28563
TITLE: Accounts receivable and accounts payable invoices

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Agriculture and Food. Horse Racing Commission

SERIES: 28564 3
TITLE: Administrative hearing records
DATES: 1982-
ARRANGEMENT: Chronological by year; thereunder by month.
DESCRIPTION:

These records document administrative hearings conducted as part of the horse racing regulatory process, or to review proposed rules and changes, and may include opening remarks, citations, all submitted evidence, affidavits, rulings, settlements, complaints, and general correspondence. The Utah Horse Racing Commission (UHRC) is responsible for overseeing horse racing in the state of Utah. This includes drug testing of the animals, administration of the horse racing regulations, stewardship of all horse races and investigation into allegations of wrongdoing and hearings if needed. These records are consulted if questions about past hearings arise due to newly-alleged regulatory violations, newly-discovered evidence, escalating legal action in which the hearing files may be usable as evidence or reference, or other similar types of developments.

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 Administrative hearing records, GRS-1655.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Agriculture and Food. Horse Racing Commission

SERIES: 28564
TITLE: Administrative hearing records

(continued)

APPRAISAL:

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

These records are consulted if questions about past hearings arise due to newly-alleged regulatory violations, newly-discovered evidence, escalating legal action in which the hearing files may be usable as evidence or reference, or other similar types of developments.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(10)2014

AGENCY: Department of Agriculture and Food. Horse Racing Commission

SERIES: 28559 3
TITLE: Applications for horse race licensing
DATES: 1982-
ARRANGEMENT: Chronological by year, thereunder by month
DESCRIPTION:

These records contain race horse owners' applications to enter a horse into competition in Utah during a race season. For approved applications, receipt of payment for licensing fees is also included. The records are used to document application and payment, and are considered a licensing agreement once they are approved. The records include an application for horse racing privileges in Utah for the designated race season, proof of payment for approved applications, or reason for denial for disapproved applications.

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: 08/2014

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

These records carry administrative value as they show documentation of approval or disapproval of racing license application, payment if applicable, applicant contact information.

AGENCY: Department of Agriculture and Food. Horse Racing Commission

SERIES: 28559
TITLE: Applications for horse race licensing

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(i) 2014

AGENCY: Department of Agriculture and Food. Horse Racing Commission

SERIES: 28576 3
TITLE: Travel records
DATES: 1982-
ARRANGEMENT: Chronological by year, thereunder by month
DESCRIPTION:

These records document the accrual and reimbursement of expenses associated with travel by agency members, or others authorized to travel on behalf of the agency, in the course of attending meetings, races, and training sessions. The Utah Horse Racing Commission (UHRC) is responsible for overseeing horse racing in the state of Utah. This includes drug testing of the animals, administration of the horse racing regulations, stewardship of all horse races and investigation into allegations of wrongdoing. Records may include travel authorizations, per diem vouchers, transportation requests, hotel reservations, and other supporting records used to justify travel reimbursement.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Reimbursement files, GRS-1833.

AUTHORIZED: 01-11-2019

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 destroy.

APPRAISAL:

These records have administrative value(s).

These records document the reimbursement of expenses accrued by agency members, or others authorized to travel on behalf of the agency, while traveling to attend meetings, races, and training sessions.

AGENCY: Department of Agriculture and Food. Horse Racing Commission

SERIES: 28576
TITLE: Travel records

(continued)

PRIMARY DESIGNATION:

Public