

## Retention and Classification Report

**Agency:** Department of Agriculture and Food (32)

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**Records Officer:** \_\_\_\_\_

30298	Accounts payable and receivable records
81028	Administrative accounting files
28545	Administrative hearing records
80625	Agriculture bonding
28915	Agriculture statistics and annual reports
00580	Animal control permit receipts
80626	Application for agriculture license
81033	Applications not hired
00547	Audit reports
80632	Beef promotion refund files
00546	Board minutes
81034	Budget requests
81035	Budget workpapers
80630	Cash receipt daily report
81037	Certified mail receipts
29701	Contracts
80438	Customer names system
80629	Daily transaction register
81039	Deposits to the treasurer
00581	Emergency feed program expenditure vouchers
80628	End-of-month detail report
80627	End-of-year detail report
00551	Executive correspondence
81041	Expenditure accounting files
81042	Fixed asset inventory list
30293	Grant records
81051	Individual authorized allotments
81053	Interdepartmental transfers
81054	Leave applications
05798	Location of farms in Utah

80403	Marketing order financial audit files
81057	Payroll reports
81059	Personnel files
81060	Policy and procedures files
80240	Predator animal billing and assessment files
81058	Preliminary payroll reports
29639	Public relations records
00553	Publications
81061	Purchase requisitions
81062	Records retention schedule
00556	Regulatory case proceedings
81064	Staff minutes
81068	Travel requests
81069	Travel vouchers
81070	Warrant requests

**AGENCY:** Department of Agriculture and Food

**SERIES:** 30298

3

**TITLE:** Accounts payable and receivable records

**DATES:** 2015-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are records related to monies collected or paid in the conduct of business and are used to ensure appropriate payment and receipts within the Department of Agriculture and Food. Information may include bank records, invoices, revenue, expenses, and related accounting records.

**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.

Computer data files: Retain in Office for 7 years and then delete.

**APPRAISAL:**

These records have fiscal value(s).

**AGENCY:** Department of Agriculture and Food  
**SERIES:** 30298  
**TITLE:** Accounts payable and receivable records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2022.

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81028

3

**TITLE:** Administrative accounting files

**DATES:** 1985-

**ARRANGEMENT:** none

**DESCRIPTION:**

Account payable and account receivable

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1987

**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, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(d)(2017)

**AGENCY:** Department of Agriculture and Food

**SERIES:** 28545

3

**TITLE:** Administrative hearing records

**DATES:** 1985-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

Records of hearings conducted as part of the regulatory process and hearings on proposed rules and changes; they may be maintained with related information including meeting notices, proofs of publications, meeting minutes, and the conclusions reached. UCA 52-4-200 (2009) requires that written minutes be kept of all open meetings. May include audio and video recordings.

**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.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Agriculture and Food

**SERIES:** 28545

**TITLE:** Administrative hearing records

(continued)

**PRIMARY DESIGNATION:**

Public                      Utah Code 63G-2-201(2) 2013

**SECONDARY DESIGNATION(S):**

Protected.                      Utah Code 63G-2-305(47) and (49) 2014

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

**AGENCY:** Department of Agriculture and Food

**SERIES:** 80625

3

**TITLE:** Agriculture bonding

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by buyer

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are surety bond used to protect sellers of agricultural commodities.

**RETENTION:**

Retain for 15 year(s) after final action

**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 15 years after bond is expired and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Agriculture and Food

**SERIES:** 28915

3

**TITLE:** Agriculture statistics and annual reports

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records support the agency's mission to provide information regarding the agency's activities and the yearly condition of Utah's agricultural production. Records combine the agency's annual report and the annual agricultural statistics report from the United States Department of Agriculture. Records may include information from each agency office and agricultural statistics such as farming incomes, proposed budgets, prices, and crop production yields.

**RETENTION:**

Permanent. Retain for 1 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 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

These records provide a concise report of the accomplishments of the agency. They also provide the statistical agricultural data which allows researchers to understand the changes in the state's agriculture over time.

**AGENCY:** Department of Agriculture and Food  
**SERIES:** 28915  
**TITLE:** Agriculture statistics and annual reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2016.

**AGENCY:** Department of Agriculture and Food

**SERIES:** 580

1

**TITLE:** Animal control permit receipts

**DATES:** 1967-

**ARRANGEMENT:** Alphanumerical.

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**  
Receipts for hides from predator animal control hunt.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**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 2 years and then destroy.

**APPRAISAL:**

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

The program is now administered by the federal government.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Agriculture and Food

**SERIES:** 80626

1

**TITLE:** Application for agriculture license

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by name within category

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These applications are for a variety of licenses in Agriculture but all are common to the same system. Categories included are beekeepers, upholstery and quilted clothing manufacturers, pesticide applicators and 22 other categories. They include: name, address, category of license applied for, and any special information for each category.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**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 after the end of the fiscal year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81033

3

**TITLE:** Applications not hired

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

Correspondence, reports, notes, and other records relating to interviews with prospective employees as described in 29 CFR 1602.14 (2004).

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

**AUTHORIZED:** 08-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Agriculture and Food

**SERIES:** 547

3

**TITLE:** Audit reports

**DATES:** 1960-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**  
Report of audit findings.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

**AUTHORIZED:** 10-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years or until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal value(s).  
The final audit report is valuable information and should be kept for administrative use in the office and then transferred to the archives for permanent use. Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Agriculture and Food

**SERIES:** 80632

3

**TITLE:** Beef promotion refund files

**DATES:** 1983-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

By statute beef growers must pay a per head fee, upon inspection resulting from change of ownership or sending the cattle to slaughter, for the purpose of promotion. However, according to 4-21-4 UCA, the grower may ask for a refund of fees paid if they do not wish to contribute to the promotional program. These files are a record of beef growers who have requested a refund of these fees.

**RETENTION:**

Retain for 3 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 3 years after after fiscal year ends and then destroy.

**APPRAISAL:**

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

The beef grower has 60 days to apply for refund of fees and an audit must be performed once a year Title 4-21-5.

**AGENCY:** Department of Agriculture and Food

**SERIES:** 80632

**TITLE:** Beef promotion refund files

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Agriculture and Food

**SERIES:** 546

3

**TITLE:** Board minutes

**DATES:** 1956-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains the following information: minutes of the hearing for request of the Agricultural Commission on Administration and Services for September 24, 1956; minutes of the meeting of the Advertising and Marketing Committee, 1956; a livestock markets and auction site list; and a biographical sketch about Alden K. Barton.

**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 Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records have historical value as they document board meetings held at the department in 1956.

**AGENCY:** Department of Agriculture and Food

**SERIES:** 546

**TITLE:** Board minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81034

1

**TITLE:** Budget requests

**DATES:** 2001-

**ARRANGEMENT:** none

**DESCRIPTION:**

Apportionment and reapportionment schedules, proposing monthly obligations under each authorized appropriation.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**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 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (1)(e) (2008)

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81035

3

**TITLE:** Budget workpapers

**DATES:** 2001-

**ARRANGEMENT:** none

**DESCRIPTION:**

Copies of budget estimates and justification prepared or consolidated in formally organized budget offices. Included are appropriation language sheets, narrative statements, workload/expansion plans and related schedules and data.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**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, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81035

**TITLE:** Budget workpapers

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (1)(e) (2008)

**AGENCY:** Department of Agriculture and Food

**SERIES:** 80630

3

**TITLE:** Cash receipt daily report

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a report generated by the accounting system in Agriculture which helps the clerk to balance cash receipts daily. The total are generated by account code and the totals are used to fill out the deposit form for the Treasurer's Office.

**RETENTION:**

Retain for 3 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 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, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81037

3

**TITLE:** Certified mail receipts

**DATES:** 1987-

**ARRANGEMENT:** none

**DESCRIPTION:**

Receipts for certified mail sent.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Agriculture and Food

**SERIES:** 29701

3

**TITLE:** Contracts

**DATES:** 2000-

**ARRANGEMENT:** Numerical by unit number, thereunder numerical by contract number.

**DESCRIPTION:**

These records are created in accordance with Utah Code 4-2-103(5)(2018), which allows for the agency's use of funds and related financial agreements to fulfill its mandates. Records are agreements between the agency and other organizations and/or companies.

**RETENTION:**

Retain for 7 year(s) after expiration of contractual agreement

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

**AUTHORIZED:** 07-30-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after expiration of contractual agreement and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office for 7 years after expiration of contractual agreement and then delete.

**APPRAISAL:**

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



**AGENCY:** Department of Agriculture and Food

**SERIES:** 29701

**TITLE:** Contracts

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(51)(2018)

**AGENCY:** Department of Agriculture and Food

**SERIES:** 80438

3

**TITLE:** Customer names system

**DATES:** 1983-

**ARRANGEMENT:** alphabetical by name

**DESCRIPTION:**

This is a central file of names and address collected in order to facilitate every division of Agriculture automatically getting updated customer information. This information is used mainly for mailings and verifying a claim. Included in the information is: name, alias, address, year to date account receivable, death date, date of last modification, by whom, person who entered name originally, account number, and up to 100 affiliations.

**RETENTION:**

Retain until administrative need ends

**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 until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Agriculture and Food

**SERIES:** 80629

1

**TITLE:** Daily transaction register

**DATES:** 1985-

**ARRANGEMENT:** alphanumerical by account code

**DESCRIPTION:**

Correspondence or subject file maintained by operating units responsible for expenditure accounting, pertaining to their internal operations and administration.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**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 and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81039

3

**TITLE:** Deposits to the treasurer

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Deposit slips made to the treasurer.

**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:** 06/1987

**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, and/or fiscal value(s).

This retention is based on Utah General Schedule 6 Item 17. 1988 schedule.

**AGENCY:** Department of Agriculture and Food

**SERIES:** 581

3

**TITLE:** Emergency feed program expenditure vouchers

**DATES:** 1957-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1990

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** Department of Agriculture and Food

**SERIES:** 80628

3

**TITLE:** End-of-month detail report

**DATES:** 1986-

**ARRANGEMENT:** alphanumeric by account code.

**DESCRIPTION:**

This is a report generated by the accounting system in Agriculture. It is a monthly transaction register for reconciliation purposes. This report is given to the directors and tells them expenditures and revenues status, encumbrances and balance in each account.

**RETENTION:**

Retain for 1 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 1 year after fiscal year has ended and then destroy.

**APPRAISAL:**

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

This report is for administration to reconcile their accounts and keep track of monthly expenditures and balances.

**AGENCY:** Department of Agriculture and Food

**SERIES:** 80627

3

**TITLE:** End-of-year detail report

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by name within account code

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This is a report generated by the accounting system at Agriculture. They have not had the equipment to interface with FIRMS and so have kept their own system. This report is used to balance the agriculture accounting system with the end of year FIRMS report sent to the agency. It contains a detail of the final years expenditures, revenues, warrants, travel vouchers and other fiscal documents.

**RETENTION:**

Retain for 5 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 5 years after end of fiscal year and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This report needs to be kept five years for budget research purposes.

**AGENCY:** Department of Agriculture and Food

**SERIES:** 551

3

**TITLE:** Executive correspondence

**DATES:** 1941-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.

**RETENTION:**

Permanent. Retain for 5 year(s) after separation

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after separation and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until separation and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are historical due to their importance in providing evidence of governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues.



**AGENCY:** Department of Agriculture and Food

**SERIES:** 551

**TITLE:** Executive correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81041

3

**TITLE:** Expenditure accounting files

**DATES:** 2002-

**ARRANGEMENT:** Chronological by year, thereafter alphabetical

**DESCRIPTION:**

These files contain records explaining the expenditures paid with agency funds. The documents may be vendor invoices, vouchers, check copies, and any other supporting records that show the payment of the invoice and the dates of the transactions.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81042

1

**TITLE:** Fixed asset inventory list

**DATES:** 1990-

**ARRANGEMENT:** alphabetical by division

**DESCRIPTION:**

These records are used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**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 2 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Agriculture and Food

**SERIES:** 30293

3

**TITLE:** Grant records

**DATES:** 2000-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records document grants received or awarded by the Department of Agriculture and Food and their purpose is to ensure proper management of applicable grants. Records may include applications, notice of award, reports, correspondence, and related records.

**RETENTION:**

Retain for 7 year(s) after end of project or program

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

**AUTHORIZED:** 07-23-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after end of project or program and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office for 7 years after end of project or program and then delete.

**APPRAISAL:**

These records have fiscal value(s).

**AGENCY:** Department of Agriculture and Food

**SERIES:** 30293

**TITLE:** Grant records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(b) (2021)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2022.

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81051

3

**TITLE:** Individual authorized allotments

**DATES:** 1987-

**ARRANGEMENT:** none

**DESCRIPTION:**

**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:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81053

3

**TITLE:** Interdepartmental transfers

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81054

3

**TITLE:** Leave applications

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Agriculture and Food

**SERIES:** 5798

1

**TITLE:** Location of farms in Utah

**DATES:** undated

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**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.

**AGENCY:** Department of Agriculture and Food

**SERIES:** 80403

3

**TITLE:** Marketing order financial audit files

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a yearly audit mandated by UCA 4-2-2(e) which states that these marketing orders shall be established and controlled by the Commissioner of Agriculture. It also states that an annual audit will be performed on these accounts. The annual audit contains information on the program, monies collected and monies spent.

**RETENTION:**

Permanent. Retain for 4 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 2 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, fiscal, and/or historical value(s). The recommendation for a permanent retention is based on the fact that this is the record copy and contains a great deal of information about these marketing orders in a condensed version.

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81057

3

**TITLE:** Payroll reports

**DATES:** 1987-

**ARRANGEMENT:** None.

**DESCRIPTION:**

Reports and statistics with supporting and related records pertaining to workload and personnel management, payroll operations and administration.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

**AUTHORIZED:** 07-01-2015

**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, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2018.

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81059

3

**TITLE:** Personnel files

**DATES:** undated

**ARRANGEMENT:** None.

**DESCRIPTION:**

Personnel work history.

**RETENTION:**

Retain for 65 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule  
Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after separation of employee  
and then transfer to State Records Center. Retain in State  
Records Center for 63 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81060

3

**TITLE:** Policy and procedures files

**DATES:** 2004-

**ARRANGEMENT:** none

**DESCRIPTION:**

Records created by agency administration to document the research, creation and application of agency programs, policies and procedures. May include correspondence, policy and program case files, and executive files documenting leadership roles and decision making processes.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2018.

**AGENCY:** Department of Agriculture and Food

**SERIES:** 80240

3

**TITLE:** Predator animal billing and assessment files

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

The purpose of this record series is the assessment and billing of livestock as provided in 4-23-7 UCA. Each rancher must pay a fee per head for any animals in Utah on January 1, of each year. The money is used for predator animal hunting. Record includes name of livestock owner, address, amount of livestock owned and kind ie. cattle, sheep, turkeys.

**RETENTION:**

Retain for 6 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 6 years and then destroy.

Computer data files: Retain in Office for 6 years and then erase.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). This retention schedule has been agreed on after looking at the retention schedule for IRS billing and assessment forms which is 6 years CFR 100-1-55 (2)(a).

**AGENCY:** Department of Agriculture and Food

**SERIES:** 80240

**TITLE:** Predator animal billing and assessment files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81058

3

**TITLE:** Preliminary payroll reports

**DATES:** undated

**ARRANGEMENT:** None.

**DESCRIPTION:**

Reports and statistics with supporting and related records pertaining to workload and personnel management, payroll operations and administration.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2018.



**AGENCY:** Department of Agriculture and Food

**SERIES:** 29639

3

**TITLE:** Public relations records

**DATES:** 1940-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records show the agency's interaction with the public, particularly how the agency is portrayed via news media. Records include newspaper articles, photographs, news video clips, and other related records. Records may or may not have been published by a news media association.

**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 Public relations records, GRS-1716.

**AUTHORIZED:** 12-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Photographs: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Compact disc: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Video recordings master: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Agriculture and Food

**SERIES:** 29639

**TITLE:** Public relations records

(continued)

**APPRAISAL:**

These records have historical value(s).

This retention and disposition is based on the historical value of these records. Scrapbooks document the activity, development, and history of government entities.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2018.

**AGENCY:** Department of Agriculture and Food

**SERIES:** 553

3

**TITLE:** Publications

**DATES:** 1944-

**ARRANGEMENT:** Chronological by date of publication.

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**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 and then microfilm.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

CD-ROM: For records beginning in 2003 and continuing to the present. Retain in State Archives permanently with authority to weed.

Computer data files: For records beginning in 2003 and continuing to the present. Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Agriculture and Food

**SERIES:** 553

**TITLE:** Publications

(continued)

**APPRAISAL:**

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

These records have historical value as they document the activities, events, policies, and procedures of the agency.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81061

1

**TITLE:** Purchase requisitions

**DATES:** 2001-

**ARRANGEMENT:** none

**DESCRIPTION:**

Requisitions for supplies and equipment for current inventory.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81062

3

**TITLE:** Records retention schedule

**DATES:** 1992-

**ARRANGEMENT:** None.

**DESCRIPTION:**

Records used in creating and establishing records management programs. They may contain records inventories, related correspondence, classification designations, records control, equipment, filing procedures/manuals, training information, and other documents created by the State Archives and other agencies to facilitate records management practices. May also contain information on records management equipment and/or computer software.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

**AUTHORIZED:** 02-19-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office until undated or superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81062

**TITLE:** Records retention schedule

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2018.

**AGENCY:** Department of Agriculture and Food

**SERIES:** 556

3

**TITLE:** Regulatory case proceedings

**DATES:** 1938-

**ARRANGEMENT:** Chronological by date of hearing

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

Case files contain various records collected from within the department for the purpose of an inspection or investigation. Transcriptions of hearing proceedings on agriculture violations are included.

**RETENTION:**

Retain for 5 year(s) after case is closed

**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 5 years after case is resolved and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected 63G-2-305 UCA

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.



**AGENCY:** Department of Agriculture and Food

**SERIES:** 81064

3

**TITLE:** Staff minutes

**DATES:** 2002-

**ARRANGEMENT:** None.

**DESCRIPTION:**

Records documenting the establishment, the organization, membership, and activities of committees and other staff non-policy making groups to handle problems or issues within an governmental entity. They usually include agenda, internal memoranda, notes, and informal minutes.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Internal committee records, GRS-1725.

**AUTHORIZED:** 12-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 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 09/2018.

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81068

3

**TITLE:** Travel requests

**DATES:** 1990-

**ARRANGEMENT:** none

**DESCRIPTION:**

These records document payments made to state employees and agencies for the purpose of reimbursing travel, transportation, equipment, service, training, and other reimbursable costs. Records include correspondence, forms, travel reservations, travel authorizations, per diem vouchers, transportation requests, hotel reservations, invoices, itemized expenses, and other supporting records used to validate reimbursable expenses.

**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).

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81068

**TITLE:** Travel requests

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81069

3

**TITLE:** Travel vouchers

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

Vouchers for employees to travel.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Agriculture and Food

**SERIES:** 81070

3

**TITLE:** Warrant requests

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

Documentation of a purchase by a government agency.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public