

## Retention and Classification Report

**Agency:** Dept. of Health (Utah. Division of Disease Control and Prevention. Utah Public Health Laboratory. Bureau of Laboratory  
United State Laboratories  
4431 South 2700 West  
Taylorsville, UT 84119  
801-965-2400

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

17666      Environmental Laboratory application cycle records

**AGENCY:** Dept. of Health (Utah. Division of Disease Control and Prevention. Utah Public Health Laboratory. Bureau of Laboratory Operations

**SERIES:** 17666

3

**TITLE:** Environmental Laboratory application cycle records

**DATES:** 1986-

**ARRANGEMENT:** Chronological, thereunder alphabetical by facility name

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These are environmental laboratory certification application cycle records. They document the application process for laboratories wishing to be state certified under the Environmental Laboratory Certification Program. R444-14-1(1994) establishes the rules and guidelines for the certification of these laboratories. Information includes application, laboratory survey response reports, certification letter worksheets, routine correspondence, laboratory test results, facility requirements, and a list of laboratory equipment and supplies.

**RETENTION:**

Retain for 9 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. R444-14-10(1995) requires that these records be maintained for at least five years.

**AGENCY:** Dept. of Health (Utah. Division of Disease Control and Prevention. Utah Public Health Laboratory. Bureau of Laboratory

**SERIES:** 17666

**TITLE:** Environmental Laboratory application cycle records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected