Retention and Classification Report

Agency: Trade Commission (1144)

, UT

Records Officer

02450	*Annual reports
00769	*Consumer complaints case files
00770	*Correspondence
00616	*Fair trade contract case files
25631	*Laws and regulations
09997	*Miscellaneous records

AGENCY: Trade Commission

SERIES: 2450 3
TITLE: Annual reports
DATES: 1952-1955.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Trade Commission

SERIES: 769 3
TITLE: Consumer complaints case files
DATES: 1973-1976.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Whistle-blower, fraud, and criminal complaints. Includes anonymous letters, complaints, criticism and suggestions, and agency replies thereto. Also includes those complaints which were the basis of an investigation or from which administrative action was taken, and those incorporated into individual personnel files.

RETENTION:

Retain 7 years after resolution.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 15, Item 2.

AUTHORIZED: 06/02/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after resolution and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative
These files are maintained for administrative purposes.

AGENCY: Trade Commission

SERIES: 769
TITLE: Consumer complaints case files

(continued)

PRIMARY CLASSIFICATION:
Private

SECONDARY CLASSIFICATION(S):
Controlled. UCA 63G-2-305 (2)(a) (2008)

AGENCY: Trade Commission

SERIES: 770 3
TITLE: Correspondence
DATES: 1965-1983.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Correspondence documents the administration or management of the Trade Commission, office organization, its policies, procedures and achievements.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 9.

AUTHORIZED: 06/02/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative

AGENCY: Trade Commission

SERIES: 770
TITLE: Correspondence

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Trade Commission

SERIES: 616 3
TITLE: Fair trade contract case files
DATES: 1937-1954.
ARRANGEMENT: Numerical or chronological by year(s) thereunder alphabetical by company name.

DESCRIPTION:

The Utah Fair Trade Act of 1937 gives trade-mark owners, producers and distributors the legal right to establish minimum resale prices on their products. Contracts between manufacturers/producers and distributors are filed with the Trade Commission of Utah along with minimum prices established on commodities sold under said agreement. These are schedules showing minimum prices, some original or modified contracts, and related correspondence.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

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

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

AGENCY: Trade Commission

SERIES: 25631 3
TITLE: Laws and regulations
DATES: 1947-1983.
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains pamphlets created by the Trade Commission of Utah with selections of the Utah Code pertaining to the Acts Regulating Fair Trade and Unfair Practices in Commerce. Holdings include those published April 1, 1947 and June 1, 1954.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 11/29/2004

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Trade Commission

SERIES: 9997 3
TITLE: Miscellaneous records

DATES: 1964-1965.
ARRANGEMENT: None
DESCRIPTION:

Included are sample form letters (1964-1965), a copy of amendments to sections 76-59-6 and 76-59-7 as enacted by chapter 159 of "Laws of Utah, 1955," and a copy of a publication entitled "Acts Regulating Fair Trade and Unfair Practices in Commerce."

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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