

# 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.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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 This disposition is based on Utah State General Records Retention Schedule, Schedule 15, Item 2.

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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/2001.

**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 This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

**PRIMARY CLASSIFICATION:**

Public



**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."

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

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