

# Retention and Classification Report

**Agency:** Crops and Pest Commission (224)

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## **Records Officer**

83961 \*Biennial reports  
00542 \*Minute book

**AGENCY:** Crops and Pest Commission

**SERIES:** 83961

3

**TITLE:** Biennial reports

**DATES:** 1917-1920.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

The State Crops and Pest Commission Reports function as the official account of the commission's activities during the biennium. The reports include information on crop and pest problems around the state, specific efforts to overcome them, and agency recommendations to further enhance crop pest control programs in Utah. The report also includes inspection and quarantine information as well as an evaluation of various fairs, conferences, studies and other activities conducted to improve pest control procedures.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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).  
Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2017.

**AGENCY:** Crops and Pest Commission

**SERIES:** 542

3

**TITLE:** Minute book

**DATES:** 1917-1921.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These two books contain executive correspondence and minutes. Included are authorization given to deputies to inspect crops in various cities, state fair layout and photos, regulations and biennial reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s). On page xviii of the general schedule commissioner minutes are listed as valuable to the state and permanent records.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2015.