

Retention and Classification Report

Agency: Crops and Pest Commission (224)

350 No. Redwood Rd.
Salt Lake City, UT 84116
801-533-4107

Records Officer

83961 *Biennial reports
00542 *Minute book

AGENCY: Crops and Pest Commission

SERIES: 83961

3

TITLE: Biennial reports

DATES: 1917-1920.

ARRANGEMENT: Chronological.

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:

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.

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

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

AGENCY: Crops and Pest Commission

SERIES: 83961

TITLE: Biennial reports

(continued)

APPRAISAL:

Historical

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Crops and Pest Commission

SERIES: 542

TITLE: Minute book

DATES: 1917-1921.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

3

RETENTION:

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APPRAISAL:

Administrative Historical

On page xviii of the general schedule commissioner minutes are listed as valuable to the state and permanent records.