Retention and Classification Report

Agency: Governor's Office of Economic Development. Business Development. International Development (2590)
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Records Officer Marie Magre

84330	Export directory
06683	International Development trade files
59906	International office correspondence
00534	Trade conferences
06652	Utah Taipei trade office financial reports

AGENCY: Governor's Office of Economic Development. Business Development. International Development

SERIES: 84330 3

TITLE: Export directory

DATES: 1980-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This directory is a listing of Utah businesses that export products abroad. It provides a reference for public and private enterprise, containing information about each company's foreign business such as products and amounts exported per year. It also includes guidelines on foreign shipment, legal services, export management consultants and transportation services. The directory concludes with an index.

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.

Disposition based on the historic value of these records in documenting business and fiscal matters between state government and private industry.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor's Office of Economic Development. Business Development. International Development

SERIES: 6683 3

TITLE: International Development trade files

DATES: 1984-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These records are created by the International Business Development trade office. The records document efforts by the office and Utah communities to attract overseas businesses to Utah and increase exports from Utah companies to Asia and the Pacific Rim. Information includes federal government reports about foreign businesses and business climates; brochures about Utah and the mountain west printed in Japanese; correspondence between the office, Utah communities, companies interested in locating operations in Utah, and local companies interested in exporting goods; and brochures about the various Utah companies that wish to export their goods to Asian and Pacific Rim markets.

RETENTION:

Retain 3 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2000.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

AGENCY: Governor's Office of Economic Development. Business Development. International Development

SERIES: 6683

TITLE: International Development trade files

(continued)

APPRAISAL:

Administrative Historical

These records document the history and activities of International Development office.

PRIMARY CLASSIFICATION:

Private

AGENCY: Governor's Office of Economic Development. Business Development. International Development

SERIES: 59906 3

TITLE: International office correspondence

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is correspondence to and from the International Office of the Department of Community and Economic Development, indicating Utah's involvement with international trade and bids for international business considerations. Included are letters and memoranda, and invitations.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1987.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

Program correspondence has a permanent retention.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor's Office of Economic Development. Business Development. International Development

SERIES: 534 3

TITLE: Trade conferences

DATES: 1985-

ARRANGEMENT: Alphabetical by trade show name, thereunder chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are documents retained strictly for reference and informational purposes which are not part of any other official files. They include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, extra (non-record) copies of policy and procedure files, brochures, catalogs, vendor price lists, and publications prepared internally and externally.

RETENTION:

Retain 1 year or until administrative need ends.

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 1 year or until administrative need ends and then destroy.

APPRAISAL:

Administrative

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 29.

Records in this series have temporary administrative value and may be destroyed according to the approved retention schedule.

AGENCY: Governor's Office of Economic Development. Business Development. International Development

SERIES: 534

TITLE: Trade conferences

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor's Office of Economic Development. Business Development. International Development

SERIES: 6652 3

TITLE: Utah Taipei trade office financial reports

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records are created by the International Development Office within Community and Economic Development. They are primarily bank statements which track the deposit, withdrawal, and transfer of money in the Taipei, Taiwan branch office.

RETENTION:

Retain 4 years.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Fiscal

This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 9.

These records follow the 1990 General Retention Schedule 7 item 9.

AGENCY: Governor's Office of Economic Development. Business Development. International Development

SERIES: 6652

TITLE: Utah Taipei trade office financial reports

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PRIMARY CLASSIFICATION:

Public