

Retention and Classification Report

Agency: Department of Agriculture and Food. Division of Plant Industry

350 No. Redwood Rd.
Salt Lake City, UT 84114-6500
801-538-7188

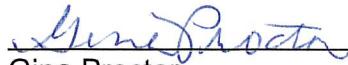
Records Officer Bracken Davis

80649 Official seed inspection and laboratory report files

Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

The Agency classifies its records under provisions of the Government Records Access and Management Act (UCA 63-2-101 et seq.). Classifications have not been approved by the State Records Committee.

This agency retention schedule was approved by the State Records Committee in
April 2019.



Gina Proctor
Executive Secretary
State Records Committee



Tom Holden
Chair, State Records Committee
Date: 4/11/19

Retention and Classification Report

Agency: Department of Agriculture and Food. Division of Plant Industry

350 No. Redwood Rd.
Salt Lake City, UT 84114-6500
801-538-7188

Records Officer Bracken Davis

80649 Official seed inspection and laboratory report files

The record series listed above have been examined and approved for submission to the State Records Committee.

LuAnn Adams
Chief Administrative Officer (print)

Signature

Commissioner
Title
3/25/19
Date

Utah State Archives

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80649

1

TITLE: Official seed inspection and laboratory report files

DATES: 1982-

ARRANGEMENT: Numerical by inspection number.

DESCRIPTION:

These files are a report of regulatory activity for seed growers to determine compliance with Utah Code 4-16: Utah Seed Act, and Utah Administrative Code R68-8: Utah Seed Law, on individual seed lots. They contain a germination card, laboratory report (federal), seed laboratory report, type of test and name of company submitting the test.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

These records have administrative, and/or legal value(s).

See Utah Code 4-16: Utah Seed Act, and Utah Administrative Code R68-8: Utah Seed Law.

RETENTION JUSTIFICATION:

Utah State Archives

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80649

TITLE: Official seed inspection and laboratory report files

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10)(a)(2018)

original retention schedule

Utah State Archives

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80649 3

TITLE: Official seed inspection and laboratory report files

DATES: 1982-

ARRANGEMENT: numerical by inspection number

DESCRIPTION:

These files are a report of regulatory activity for seed growers to determine compliance with law on individual seed lots. They contain a germination card, laboratory report (federal), seed laboratory report, type of test and name of company submitting the test.

RETENTION:

Retain for 20 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after report is issued and then transfer to State Records Center. Retain in State Records Center for 19 years and then destroy.

Computer magnetic storage media: Retain in Office for 2 years or until superseded and then erase.

APPRAISAL:

These records have administrative, and/or legal value(s). The regulatory files need to be kept for 5 years but the log printout needs to be kept for much longer as a research tool. The computer log is very small.

Utah State Archives

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80649

TITLE: Official seed inspection and laboratory report files

(continued)

PRIMARY DESIGNATION:

Private