

Retention and Classification Report

Agency: Department of Agriculture and Food. Division of Plant Industry (780)

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

Records Officer: _____

80635	Apple maggot billing files
80644	Beekeeper registration files
80651	Commercial feed registration files
80643	Controlled atmosphere storage files
00576	Correspondence
80698	County weed inspection files
80652	Customer formula mix feed files
24084	Environmental Protection Agency work plans
80650	Feed inspection files
80646	Fertilizer registration files
80654	Grain certificate for submitted sample inspection files
80653	Grain inspection billing statements
80696	Hay program and feed analysis report
80697	Nursery inspection certificates and licenses
80642	Nursery quarantine violation files
80655	Official grain inspection submitted sample certificate file
80649	Official seed inspection and laboratory report files
80637	Pest report files
80647	Pesticide licensing files
80645	Pesticide product registration files
14762	Pesticide use inspection files
80694	Sanitation report/ grain inspection
80695	Weight inspection report

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

SERIES: 80635

3

TITLE: Apple maggot billing files

DATES: 1985-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

The purpose of this program is the eradication of apple maggot infestation on agricultural land. These files include an application for spraying, information on how many orchards and where they are located. These files also contain information on fruit tree removal acreage.

RETENTION:

Retain for 5 year(s)

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 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
These files are used as budget support and in billing the federal government for their part of spraying programs.

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

SERIES: 80644

3

TITLE: Beekeeper registration files

DATES: 1982-

ARRANGEMENT: alphabetical by name of beekeeper

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are regulatory files. They contain an application to be a wax salvage plant or keep apiaries. There are complaints, if any, and violations found during inspections. They also contain the beekeeper's name, address, and the location of apiaries.

RETENTION:

Retain for 5 year(s)

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 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is set for administrative use.

PRIMARY DESIGNATION:

Public

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

SERIES: 80651

3

TITLE: Commercial feed registration files

DATES: 1975-

ARRANGEMENT: Alphabetical by registrant.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files regulate commercial feed producers and sellers. They contain an application to sell commercial feed, certificate, and label that will be affixed to product.

RETENTION:

Retain for 5 year(s) after final action

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 5 years after latest registration or product no longer marketed and then destroy.

APPRAISAL:

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

These files are necessary 5 years after being superseded or no longer marketed. See Utah Code 4-12. Utah Commercial Feed Act.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2019.

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

SERIES: 80643

3

TITLE: Controlled atmosphere storage files

DATES: 1982-

ARRANGEMENT: Alphabetical by company

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files are used in the regulatory process and contain inspection reports on each controlled atmosphere (CA) storage firms in Utah as well as an application to become a CA facility.

RETENTION:

Retain for 5 year(s)

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 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305 (1 and 4)(2018)

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

SERIES: 576

3

TITLE: Correspondence

DATES: 1952-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements. Includes electronic mail that communicates the above.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

The correspondence which documents agency history and actions has ongoing research value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

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

SERIES: 80698

3

TITLE: County weed inspection files

DATES: 1982-

ARRANGEMENT: Alphabetical by county

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files contain information on each county and the efforts to eradicate noxious weeds. They contain yearly reports, correspondence and project outlines.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

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 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These files will have value to officers in the future to know what noxious weeds have been treated in each area and how they were treated successfully.

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

SERIES: 80652

3

TITLE: Customer formula mix feed files

DATES: 1982-

ARRANGEMENT: alphabetical by mixer

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files regulate feed producers who custom mix feeds for customers. They contain an application and license card.

RETENTION:

Retain for 5 year(s)

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 5 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

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

SERIES: 24084

3

TITLE: Environmental Protection Agency work plans

DATES: 1994-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

The Department of Agriculture and Food, Division of Plant Industry has annual contract and work plan agreements with the Environmental Protection Agency for supervising pesticide programs in Utah. Documents in these work plans include contracts, grant information and notes used by the department to maintain the grants and funding for such programs.

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2002

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

APPRAISAL:

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

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

SERIES: 24084

TITLE: Environmental Protection Agency work plans

(continued)

PRIMARY DESIGNATION:

Public

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

SERIES: 80650

3

TITLE: Feed inspection files

DATES: 1982-

ARRANGEMENT: Alphabetical by registrant.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are files kept to determine compliance of individual feed lots with Utah Commercial Feed Act, UC 4-12. They include label information and chemical analysis of each feed lot.

RETENTION:

Retain for 5 year(s)

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 5 years and then destroy.

APPRAISAL:

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

The files are audited every three years and administrative use is 5 years.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2019.

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

SERIES: 80646

3

TITLE: Fertilizer registration files

DATES: 1982-

ARRANGEMENT: None.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files contain an application for a company who wishes to register fertilizers and fertilizer blenders in Utah, a copy of their certificate, copy of the label as it appears on the product, and the original laboratory report reporting what actually is in the product.

RETENTION:

Retain for 5 year(s)

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 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2019.

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

SERIES: 80654

3

TITLE: Grain certificate for submitted sample inspection files

DATES: 1982-

ARRANGEMENT: Alphabetical by name of grower

ANNUAL ACCUMULATION: 30.00 cubic feet.

DESCRIPTION:

The United States Department of Agriculture (USDA) has designated the Utah Department of Agriculture to grade submitted samples of grain. These files include quantity of grain, submitted by, inspectional data, a protein pan ticket and grading pan ticket.

RETENTION:

Retain for 5 year(s)

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 5 years and then destroy.

APPRAISAL:

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

These files are audited every 5 years.

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

SERIES: 80653

3

TITLE: Grain inspection billing statements

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are invoices for inspection services rendered to grain elevators and growers. They include invoice date, account name, account address, types of grain and inspection performed.

RETENTION:

Retain for 5 year(s)

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 5 years and then destroy.

APPRAISAL:

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

These invoices are audited every 5 years by the federal government and need to be kept 5 years.

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

SERIES: 80696

3

TITLE: Hay program and feed analysis report

DATES: 1982-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This is a new program where a grower can have hay analyzed for nutritional value by means of an infrared scanner. These files are a copy of this report which gives moisture content and nutritional information so the farmer can determine a price for his hay.

RETENTION:

Retain for 5 year(s)

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 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

These files are being kept for 5 years for analysis of the program. The retention may be different later.

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

SERIES: 80697

3

TITLE: Nursery inspection certificates and licenses

DATES: 1984-

ARRANGEMENT: Alphabetical by name.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This program is to regulate nurseries in Utah and make sure that the plants sold meet state standards. The file includes an application for license, correspondence, and other nursery license documentation. It also includes any nursery inspection documentation, including notices of violation, hold orders, or regulatory actions.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2019.

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

SERIES: 80642

3

TITLE: Nursery quarantine violation files

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are regulatory files which concern plant quarantine violations both in-state and out of state. They contain information on the nursery whose plants have been quarantined, on the plants, and inspectional data.

RETENTION:

Retain for 5 year(s) after case is closed

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 5 years and then destroy provided case has been closed.

APPRAISAL:

These records have administrative, and/or legal value(s).
Administrative need for these files is 5 years.

PRIMARY DESIGNATION:

Private

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

SERIES: 80655

3

TITLE: Official grain inspection submitted sample certificate file

DATES: 1982-

ARRANGEMENT: alphabetical by company

ANNUAL ACCUMULATION: 9.50 cubic feet.

DESCRIPTION:

These are files of inspections done on site of hopper cars or trucks of grain. They contain quantity of grain, owner, inspectional data, protein pan ticket and grading pan ticket.

RETENTION:

Retain for 5 year(s)

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 5 years and then destroy.

APPRAISAL:

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

These files are also audited every 5 years.

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 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 were specifically approved by the State Records Committee.

APPROVED: 04/2019

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:

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)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2019.

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

SERIES: 80637

3

TITLE: Pest report files

DATES: 1962-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are reports in pest infestation. They include pest distribution, type of pest (Mormon crickets, apple maggots, grasshoppers, and others), what has been done in each area, effectiveness of the program and other options.

RETENTION:

Permanent. Retain for 15 year(s)

DISPOSITION:

Transfer to Archives.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 13 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). These files are valuable information on pest eradication program in Utah. They given information as to what has been tried and the success of each program as well as pest and crop distribution.

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

SERIES: 80637

TITLE: Pest report files

(continued)

PRIMARY DESIGNATION:

Public

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

SERIES: 80647

3

TITLE: Pesticide licensing files

DATES: 1982-

ARRANGEMENT: alphabetical by name

ANNUAL ACCUMULATION: 1.20 cubic feet.

DESCRIPTION:

These files contain information concerning the licensing of pesticide applicators and may include the following: first time and renewal applications, copy of out-of-state driver's license and pesticide applicators license, pilot's license, FAA drone certifications, payments and training/testing information.

RETENTION:

Retain for 5 year(s)

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 5 years and then destroy.

APPRAISAL:

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

The administrative use of these files is 5 years.

PRIMARY DESIGNATION:

Public

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

SERIES: 80647

TITLE: Pesticide licensing files

(continued)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2008)

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

SERIES: 80645

3

TITLE: Pesticide product registration files

DATES: 1982-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 2.50 cubic feet.

DESCRIPTION:

This program oversees the state registration of pesticides for sale in Utah that have already been EPA registered or are exempt from federal registration. Included in the files are initial registration and renewal applications, pesticide product labels, registrant 3rd party permissions and other documents that may be used to determine eligibility for registration.

RETENTION:

Retain for 5 year(s)

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 5 years after product is no longer marketed or until superseded and then destroy.

APPRAISAL:

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

These files need to be kept until superseded. As long as the product is being used the files are current. EPA has not set a retention schedule which means 3 years, by default.

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

SERIES: 80645

TITLE: Pesticide product registration files

(continued)

PRIMARY DESIGNATION:

Public

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

SERIES: 14762

3

TITLE: Pesticide use inspection files

DATES: 1977-

ARRANGEMENT: Chronological, thereunder numerical by quarter and inspection number

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These records document pesticide inspections and investigations which are conducted to determine that pesticide products are being sold and used according to their labels, and state and federal laws, within Utah. Information includes inspection information, applicator audits, photo/video/audio samples, investigation reports, affidavits, laboratory results, emails, inspector narratives, sales records, application records, training records, other various supporting evidence and documentation.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

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

SERIES: 14762

TITLE: Pesticide use inspection files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(d) 2009

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

SERIES: 80694

3

TITLE: Sanitation report/ grain inspection

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This are inspection files to determine the cleanliness of grain going to market. The inspectors are looking for rodent/bird droppings, weed seed and insects. They include a sanitation report and a grading pan ticket.

RETENTION:

Retain for 5 year(s)

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 5 years and then destroy.

APPRAISAL:

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

These records are kept for audit by the USDA

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

SERIES: 80695

3

TITLE: Weight inspection report

DATES: 1982-

ARRANGEMENT: alphabetical by name of company

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

This service is designated by the Western Weighing and Inspection Bureau and the American Railroad Association. The information included in these files is: car identification, content, net weight, daily car report, 3-part inspection report, and weight certification.

RETENTION:

Retain for 5 year(s)

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 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).