

Retention and Classification Report

Agency: Department of Agriculture and Food. Conservation Commission (870)

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Records Officer: _____

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AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 9903

3

TITLE: Agricultural advisory board minutes

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

Records created by a committee or conference, including advisory committee records relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80290

3

TITLE: Agriculture resource development loan records

DATES: 1983-

ARRANGEMENT: Alphabetical by name.

ANNUAL ACCUMULATION: 7.00 cubic feet.

DESCRIPTION:

These records document monies loaned from Agriculture Resource Development funds. Loans are used to fund such conservation projects as sprinkler systems, watershed projects, and prevention of waterways contamination. Records may include correspondence, security filings, title policies, loan histories trust deeds, and other legal documents.

RETENTION:

Retain for 7 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2004

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after loan is paid out and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer output microfiche master: Retain in Office for 7 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This retention reflects the administrative needs of the agency.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80290

TITLE: Agriculture resource development loan records

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 15645

3

TITLE: Annual reports

DATES: 1938-

ARRANGEMENT: Chronological.

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. The fiche have copies of the 1946 biennial report.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then microfilm and transfer to State Archives 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).

Publications document agency history and functions. Publications have ongoing research value.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 15645

TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 15647

3

TITLE: Auditors reports

DATES: 1990-

ARRANGEMENT: Numerical by date

DESCRIPTION:

Report prepared by internal or external auditors as a result of a financial audit.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

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.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 14121

3

TITLE: COVID grant records

DATES: 2020-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records concern emergency grants distributed by State agencies during COVID, reimbursing farms and ranches for monetary loss due to the pandemic. Records may contain applications, notice of award, program reports, and correspondence.

RETENTION:

Retain for 7 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after grant opportunity expires and then transfer to State Records Center. Retain in State Records Center for 5 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.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 14121

TITLE: COVID grant records

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(3)(e)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-301(3)(e)

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 29642

3

TITLE: Conservation Commission meeting minutes

DATES: 2006-

ARRANGEMENT: Chronological by fiscal year.

DESCRIPTION:

These records support the agency's function to disseminate information about conservation districts' activities, supervise the formation of conservation districts, prescribe uniform recordkeeping procedures, and coordinate conservation programs, as described in Utah Code 4-18-105(2017). Contained in or with the minutes is the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2017)), including the agenda, notices, and any public materials distributed at the meeting.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are of historical interest as they document the decisions and actions of a governing body.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 29642

TITLE: Conservation Commission meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2018.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 29643

3

TITLE: Conservation districts meeting minutes

DATES: 2006-

ARRANGEMENT: Chronological by fiscal year.

DESCRIPTION:

These records support the Conservation Commission's function to prescribe uniform recordkeeping procedures for conservation districts within Utah, and to coordinate conservation activities and programs of state agencies, as detailed in Utah Code 4-18-105(2017). These records also support each conservation district in its mandate to investigate, research, and implement solutions regarding soil erosion, water pollution, and other environmental issues, as detailed in Utah Code 17D-3-103(2008). Contained in or with the minutes is the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2017)), including the agenda, notices, and any public materials distributed at the meeting.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 29643

TITLE: Conservation districts meeting minutes

(continued)

APPRAISAL:

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

These records are of historical interest as they document the decisions and actions of a governing body.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2018.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 81038

3

TITLE: Contracts

DATES: 1978-

ARRANGEMENT: Alphabetical by department

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Contracts entered into by the Department of Agriculture usually for professional services.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years or until termination or completion and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
This retention is based on Utah General Schedule 14 item 3 1988 schedule.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 14120

3

TITLE: District program reports

DATES: 1970-

ARRANGEMENT: Chronological by fiscal year

DESCRIPTION:

These records document district program reports from the Department of Agriculture, Division of Marketing and Enhancement, Soil Conservation section. Information includes test results, programs, development plans, tests, and correspondence.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in soil conservation in Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 14120

TITLE: District program reports

(continued)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305 (2008)

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 15646

1

TITLE: Financial information resources system (FIRMS) year end reports

DATES: 1980-

ARRANGEMENT:

DESCRIPTION:

Includes the following: FICAA01T Trail balance monthly. FICAA05P Outstanding encumbrance. FICAA09P Outstanding reservation. FICAA10P Cash deposits. FICAA30P General ledger activity. FICAA85P Revenue and expenditure status by fund. FICAED01 Expenditure detail by sub-account. FICAES01 Expenditure status by sub-account. FICAES02 Work program/expenditure comparison by summary account. FICARD01 Revenue detail by sub-account within organization. FICARS01 Revenue status by sub-account. FICARS02 Estimated revenue/realized revenues. FICAER01 Expenditure/revenue summary by level 2. FICAMP01 Revenue account status by activity other than Department of Transportation. OBSOLETE RECORD SERIES BY 1998.

RETENTION:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80287

3

TITLE: Ground water policy committee files

DATES: 1983-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This file includes list of workshop members, workshop minutes and strategy reports. This committee was formed as required by the Federal Environmental Health Protection Agency. The purpose of the committee is to formulate Utah State public policy on ground water use and misuse. These are original files. The EPA has also received a copy.

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 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:

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

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 583

1

TITLE: Inspector's statistical reports

DATES: 1958-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80289

3

TITLE: Loan receivables

DATES: 1983-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 7.00 cubic feet.

DESCRIPTION:

These records contain daily and monthly statements that track Agriculture Resource Development Loans. Money is borrowed to promote resource development projects for non-federal rangeland improvement and management, and to implement energy efficient farming techniques.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2004

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year 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).
This retention reflects the administrative needs of the agency.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80289

TITLE: Loan receivables

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80286

3

TITLE: Non-point source pollution act files

DATES: 1979-

ARRANGEMENT: Alphabetical by project

DESCRIPTION:

These files document progress on federally funded 208 water projects. The documents included are project proposal, work plan, application, memorandum of understanding, evaluation of project, map of area, problem identification and assessment and technical contracts. These are copies of records kept by the federal government. The 208 program no longer exists.

RETENTION:

Retain for 3 year(s) after end of project or program

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 after project is finished and then destroy.

APPRAISAL:

These records have administrative value(s).
This retention is based on 7 CFR 708.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 30290

1

TITLE: Petroleum storage tank fund loan files

DATES: 1994-

ARRANGEMENT: Alphabetical by applicant's surname.

DESCRIPTION:

These records contain loan information pertinent to a particular loan applicant. Information includes eligibility application, financial application, and supporting documentation. The supporting documents may include tax returns, financial statements, promissory notes, trust deeds, construction contracts, and correspondence. The loan originates with the Department of Environmental Quality (DEQ) and is then given to the Department of Food and Agriculture to manage (Utah Code 4-18-105(1)(f,g)). DEQ maintains a copy of the loan for reference (SSRS-23250: Petroleum storage tank fund loan files).

RETENTION:

Retain for 3 year(s) after final action

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 3 years after final action and then destroy.

APPRAISAL:

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

The retention schedule trigger of "final action" is considered to be final payoff of the loan.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 30290

TITLE: Petroleum storage tank fund loan files

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(b) (2021)

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2022.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80288

3

TITLE: Rural clean water project files

DATES: 1979-

ARRANGEMENT: Alphabetical by project name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files document the progress of rural clean water projects. Included in these files are applications for funds, project proposals, outline of work project, maps of monitoring sites, project reports, review of projects and comments from the panel. These are not the record copy which is kept by the Rural Clean Water office of the Environmental Protection Agency.

RETENTION:

Retain for 3 year(s) after end of project or program

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 after the end of the project and then destroy.

APPRAISAL:

These records have administrative value(s).
This retention is based on 7 CFR 708 which states that these records should be kept 3 years past the end of the project.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80291

3

TITLE: Rural rehabilitation loan files

DATES: 1983-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document and track monies loaned from Rural Rehabilitation funds to various borrowers. These funds are to help new farmers get started and current farmers to improve farming operations and/or improve cash flow. These records may include correspondence, security filings, title policies, loan histories and legal documents such as trust deeds.

RETENTION:

Retain for 18 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 16 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This retention reflects 3 years beyond the life of the longest loan.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80291

TITLE: Rural rehabilitation loan files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 84816

3

TITLE: Soil conservation commission minutes

DATES: 1944-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This board oversees the expenditure of federal funds and its records are important for future decision making as well as historically valuable.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 84816

TITLE: Soil conservation commission minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80241

3

TITLE: Soil conservation district elections

DATES: 1979-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This is an automated program which stores the ballot information correspondence and a ballot tallying program. It includes names of land owners living in certain soil conservation districts, their mailing address and a tally of the voting. It is a secret ballot but the tally is published in the newspaper.

RETENTION:

Retain for 2 year(s) or for 0

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:

Computer data files: Retain in Office for 2 years or until superseded and then erase.

Paper: Retain in Office for 30 days after the results have been published in the newspaper and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention date was reached because of administrative need for these records. The elections are to be held every 2 years, UCA 4-18. However, federal referendums according to 7 CFR 719.25 states that the actual ballots need only be kept 30 days.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80241

TITLE: Soil conservation district elections

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80283

3

TITLE: Soil conservation district files

DATES: 1944-

ARRANGEMENT: Alphabetical by district name

DESCRIPTION:

These files are the central administrative files documenting the planning and operations of the 39 Soil Conservation Districts (SCD's). These files are divided into current year, past 2 years and historical data. They include many general schedule items as well as the record copy of long range plans, year end reports, and short range plan reports.

RETENTION:

Permanent. Retain for 10 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 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
This retention is based on administrative need as well as historical interest.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 80283

TITLE: Soil conservation district files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 9902

3

TITLE: Soil conservation district histories

DATES: 1970-

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

RETENTION:

Permanent. Retain for 11 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 15648

3

TITLE: Technical assistance grants

DATES: 1980-

ARRANGEMENT: Chronological.

DESCRIPTION:

Accepted proposals and applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds and project budgets. Specific grant case files may have additional retention requirements, please contact the State Archives to schedule a specific retention.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 15648

TITLE: Technical assistance grants

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 22518

1

TITLE: Utah State ground water program records

DATES: 1994-

ARRANGEMENT: Chronological by year, thereunder numerical by sample number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These program records provide information about water quality to well owners whose wells are not covered under the Clean Water Act. They also provide information about water quality for general areas to the public and other state agencies. All records are connected by the sample number. After a sample is taken the physical attributes and GPS location are recorded on a database. Information from the data base and lab are merged into an electronic data base. An annual report containing general site maps, chemical data tables, and text are filed with the State Library System. The Pre-Sample Information Form is a paper document with all other information held in electronic data bases. A hard copy report is published annually with summaries of the chemical data and maps showing general locations. A digital image is also recorded at each site to assist in follow up visits to identify well locations. These images are labeled with the sample number and burned into a compact disc (CD) at the end of each sample season. It is projected by the agency that each sample site will be resampled every 5 to 7 years.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

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 transfer to State Archives.

Computer magnetic storage media: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives.

AGENCY: Department of Agriculture and Food. Conservation Commission

SERIES: 22518

TITLE: Utah State ground water program records

(continued)

CD-ROM: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

APPRAISAL:

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

This disposition is based on the historical value to researchers interested in water quality in Utah.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Home address, telephone number, and instructions showing the well or sample location.