

Retention and Classification Report

Agency: Dept. of Health (Utah. Division of Disease Control and Prevention. Utah Public Health Laboratory. Bureau of Laboratory
United State Laboratories
4431 South 2700 West
Taylorsville, UT 84119
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Records Officer: _____

17666 Environmental Laboratory application cycle records

AGENCY: Dept. of Health (Utah. Division of Disease Control and Prevention. Utah Public Health Laboratory. Bureau of Laboratory Operations

SERIES: 17666

3

TITLE: Environmental Laboratory application cycle records

DATES: 1986-

ARRANGEMENT: Chronological, thereunder alphabetical by facility name

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These are environmental laboratory certification application cycle records. They document the application process for laboratories wishing to be state certified under the Environmental Laboratory Certification Program. R444-14-1(1994) establishes the rules and guidelines for the certification of these laboratories. Information includes application, laboratory survey response reports, certification letter worksheets, routine correspondence, laboratory test results, facility requirements, and a list of laboratory equipment and supplies.

RETENTION:

Retain for 9 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. R444-14-10(1995) requires that these records be maintained for at least five years.

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SERIES: 17666

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(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected