

CLEMSON UNIVERSITY

VICE PRESIDENT FOR PUBLIC SERVICE AND AGRICULTURE
REGULATORY AND PUBLIC SERVICES PROGRAMS

FERTILIZER AND SEED CERTIFICATION SERVICES

CU 10196 CORRESPONDENCE (STATE TREASURER)

Description:

Used to keep a record of communications between program unit staff and the State Treasurer's Office, concerning fines and fees regarding fertilizer and seed certification program activity. The correspondence concerns checks for seed certification, registration fees, permit costs, payments for inspection taxes, fines for irregularities and violations, and other related information.

Retention:

3 years; destroy.

Supersedes CU-VPAA-AS-RPS-FPC-5

Schedule approved 11/21/97

CU 10197 REPORTS (DEPARTMENT TESTING)

Description:

Used to report tests performed by the department on fertilizer, pesticide soil and plant nutrients. Information includes Fertilizer and Pesticide Reports, records of pesticide samples, special requests for unofficial samples, Forest Tree Nursery Soil Test Report, Agricultural Chemical Services Request for Analysis, pesticide reports and other related information.

Retention:

3 years; destroy.

Schedule approved 12/21/90
Supersedes CU-VPAA-AS-RPS-AC-1

CU-14200 **REPORTS, APPLICATIONS, AND
CERTIFICATES - Seed**

Description:

Used to document reports, applications, and certificates generated by the department of Seed Certification. Records include Application for Seed Certification in South Carolina, Application for Approval to Custom Condition Certified Seed, Certified Seed sample List, Tag Order, Report on Transfer and Ownership of Certified Seed in Bulk, Field Inspection Report, costs for inspection fees, and related information.

Retention:

3 years, destroy

Schedule revision approved 10/5/2005
Supersedes schedule CU-VPAA-AS-RPS-SC-1

CU-14201 **ORGANIC CERTIFICATION**

Description:

Created by the Department of Fertilizer and Seed Certification to document certification and compliance with the National Organic Program Standards of the United States Department of Agriculture. Records consist of applications, inspection reports, and receipts for certification fees, organic certification certificates (if applicable), compliance documentation, and related information.

Retention:

10 years, destroy.

Schedule approved 10/5/2005

CU-VPAA-AS-AD-FS-1 RESEARCH DATA BOOKS

Description:

This series documents research done in The Department of Food Sciences by Clemson University personnel. Information included is the date, the experiment, and the results.

Retention:

Retain in the active file until project is completed, then transfer to inactive file. Break inactive file at the end of each fiscal year. Retain in the inactive file for five additional years, transfer to the University Archives for permanent retention.

Schedule approved 12/21/90

CU-VPAA-ASRPS-F&PC-1 REPORTS, APPLICATIONS, AND REGISTRATIONS(FERTILIZER)

Description:

This series is used to maintain reports, applications, and registrations dealing with fertilizer usage in South Carolina. Included in this series are some or all of the following: Requests for Registration, Report Distribution of Commercial Fertilizer in South Carolina, Shipper Count by Grade, Summary Report of Liming Materials, Shippers Report, County Tonnage Report, South Carolina Agricultural Liming Material Tonnage Report, Detailed Agricultural Liming Materials Report, Commercial Agricultural Fertilizer Tonnage Report, Application for Agricultural Liming Material Permit, *Inspection and Analysis of Commercial Fertilizers in South Carolina*, Fertilizer Tonnage Data Report, and the Inspector's Daily Report.

Retention:

Screen file at the end of each fiscal year. Remove and transfer all material no longer needed for reference to the University Archives for screening for disposal or permanent retention. Prior to transferring, notify the South Carolina State Library for the purpose of transferring any needed state publications, as required under the *Code of Laws of South Carolina, 1976* (as revised through 1987), Section 60-2-30.

Schedule approved 12/21/90