

Retention and Classification Report

Agency: Department of Environmental Quality (331)

P.O. Box 144810
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Salt Lake City, UT 84114-4810

Records Officer: _____

| | |
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AGENCY: Department of Environmental Quality

SERIES: 22020

3

TITLE: Adjusting entries

DATES: 1991-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These records document adjustments created by agency accounting officers and sent to the Division of Finance to correct errors on warrant requests and interdepartmental transfers. Includes grant-related records.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

RETENTION JUSTIFICATION:

Retention for this series is based on regulations of the United States Environmental Protection Agency for reporting: see EPA Records Schedule 1003, Item b, NARA Disposal Authority DAA-0412-2013-0008-0002(Item b)(2017).

AGENCY: Department of Environmental Quality

SERIES: 22020

TITLE: Adjusting entries

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. 63G-2-302(2)(d)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Department of Environmental Quality

SERIES: 29617

3

TITLE: Administrative rule records

DATES: 2012-

ARRANGEMENT: chronological

DESCRIPTION:

Information an agency relies upon when making a rule under Utah Code 63-45a-1 et seq. (2004), including copies of the proposed rule, change in the proposed rule, and the rule analysis

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative rule records, GRS-1692.

AUTHORIZED: 07-07-2021

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Department of Environmental Quality

SERIES: 29607

3

TITLE: Annual Report

DATES: 2016-

ARRANGEMENT: chronological

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative rule records, GRS-1692.

AUTHORIZED: 07-07-2021

FORMAT MANAGEMENT:

APPRAISAL:

These records have historical value(s).

AGENCY: Department of Environmental Quality

SERIES: 22019

3

TITLE: Cash receipts

DATES: 1991-

ARRANGEMENT: Numerical by receipt number

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

Agency copy of receipts given to customers who pay the agency for services rendered.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

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, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality

SERIES: 26060

3

TITLE: Department of Environmental Quality Budgets

DATES: 1980-

ARRANGEMENT: Chronological by year, thereunder alphabetical by division

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
These budget records have value both for administrative and historical purposes.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality

SERIES: 6733

TITLE: Division director's administration files

DATES: i 1973-

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

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 State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

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.

Computer data files: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have long-term administrative and historical value because they document the activities and policies of the division. Records under "1" include letters of transmittal that do not contribute information to that contained in the transmitted material; quasi-official notices such as memoranda and other papers that do not document or pertain to official actions, such as notices of holidays or charity and welfare fund

AGENCY: Department of Environmental Quality

SERIES: 6733

TITLE: Division director's administration files

(continued)

appeals. Records under "2" include documents concerned with office organization, staffing, procedures, and communications; daily office personnel administration; offices supplies and services, equipment requests and receipts; office space use and utilities. Records which are duplicated in other locations are in this classification, "2", also. Records under "3" are not duplicated in other locations and they document office organization and function, its pattern of action, its policies, procedures, and achievements.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality

SERIES: 26631

3

TITLE: Employee grievance files

DATES: 2007-

ARRANGEMENT: Chronological by date thereunder alphabetical by name of employee

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records originate with the review of complaints, grievances, and appeals raised by the work or conduct of agency employees. Files contain statements of witnesses, reports of interviews and hearings, supervisors' cuff notes, correspondence, documentation of phone calls, and information relating to reconsideration requests. Files are kept to assist management in tracking employee performance and making decisions concerning the status of employees. Equal Employment Opportunity (EEO) complaints are kept separately.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grievance records, GRS-1967.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Environmental Quality

SERIES: 26631

TITLE: Employee grievance files

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(9)(a),(d)

SECONDARY DESIGNATION(S):

Exempt. UCA 67-19a-101

AGENCY: Department of Environmental Quality

SERIES: 12121

3

TITLE: Final time summary report

DATES: 1991-

ARRANGEMENT: Chronological by pay period, thereunder numerical by low organization number,thereunder alphabetical by employee name

DESCRIPTION:

This report provides information on the regular and overtime hours paid. It also includes all other earnings and the labor distribution. It is used to check payroll entry for completeness and accuracy. Information includes employee name and social security number, low organization number, hourly pay rate, hours worked leave taken, and W4 information.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Summary time report, GRS-1878.

AUTHORIZED: 07-01-1990

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.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Environmental Quality

SERIES: 12121

TITLE: Final time summary report

(continued)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Department of Environmental Quality

SERIES: 12122

3

TITLE: Labor cost distribution report

DATES: 1991-

ARRANGEMENT: Chronological by pay period, thereunder numerical by low organization number,thereunder alphabetical by employee name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Reports maintained by receiving and reporting units, which document how much it costs an entity to provide a service and the fee they charge for that service.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

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).
This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Environmental Quality

SERIES: 12122

TITLE: Labor cost distribution report

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public

AGENCY: Department of Environmental Quality

SERIES: 26752

3

TITLE: Low Level Waste Forum files

DATES: 2001-2024

ARRANGEMENT: Chronological by forum date

DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION:

Retain for 25 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Hazardous household waste disposal records, GRS-631.

AUTHORIZED: 01-28-2021

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 23 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 07/2015.

AGENCY: Department of Environmental Quality

SERIES: 22018

3

TITLE: Payment vouchers

DATES: 1991-

ARRANGEMENT: Numerical by voucher number, or alphabetical by facility or vendor.

ANNUAL ACCUMULATION: 16.00 cubic feet.

DESCRIPTION:

These records are payment vouchers generated by the Department for expenditures by the department and its divisions. Includes vouchers for grant disbursements.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

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 destroy.

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

APPRAISAL:

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

RETENTION JUSTIFICATION:

Retention for this series is based on regulations of the United States Environmental Protection Agency for reporting: see EPA Records Schedule 1003, Item b, NARA Disposal Authority DAA-0412-2013-0008-0002(Item b)(2017).

AGENCY: Department of Environmental Quality

SERIES: 22018

TITLE: Payment vouchers

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2020.

AGENCY: Department of Environmental Quality

SERIES: 12123

3

TITLE: Payroll period time records

DATES: 1986-

ARRANGEMENT: Chronological by date of pay period

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These are employee time sheets for the department and include regular hours worked, leave taken, overtime, and excess hours worked.

RETENTION:

Retain for 30 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy.

APPRAISAL:

These records have legal value(s).

This disposition is based on the legal requirements contained in 29 CFR 1910.20(14c) (1990) concerning employee exposure records.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality

SERIES: 12123

TITLE: Payroll period time records

(continued)

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Environmental Quality

SERIES: 6669

3

TITLE: Pre-design plan files

DATES: i 1978-

ARRANGEMENT: Alphabetical by project name

DESCRIPTION:

This is information submitted by individuals or companies who intend to begin construction projects. The information is reviewed by the division and the agency submitting it is informed what environmental regulations they will have to comply with and what permits they will have to secure. The files include plans, plan review sheets, notice of intent to construct, description of the proposed facility, letters of transmittal, environmental impact statements, notice of plan approval, correspondence, name and address of the company, a description of the project, a description of the facility or construction proposed, the projected environmental impact, names of the reviewers, and their written responses.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Construction plans in-review, GRS-1780.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until no longer needed and then destroy.

Microfiche master: Retain in Archives for 1 year and then destroy.

Microfiche duplicate: Retain in Archives for 1 year and then destroy.

AGENCY: Department of Environmental Quality

SERIES: 6669

TITLE: Pre-design plan files

(continued)

APPRAISAL:

These records have administrative value(s).

This information is only needed until the contractor has been advised as to what regulations he must follow. After that, all the information in this file will be repeated in the appropriate bureau regulatory or permit file. Retention is uncertain as this phase of the project can drag out for several years. However, most approvals will be secured within a year.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality

SERIES: 11878

3

TITLE: Professional and inter-agency contracts and memorandums of agreement

DATES: 1969-

ARRANGEMENT: Filed by division/bureau, thereunder alphabetical by contractors name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are professional contracts and memorandums of agreement, and are used to procure professional services, maintenance, leases space, and environmental remediation. The agreements and contracts are between the agency and professional individuals or between agencies for services rendered or received. The information documents the terms and conditions which obligate parties involved in the these agreements. They also include records of payment where funds are involved. Information includes correspondence, memorandums of understanding, and inter-agency agreements.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after expiration of the contract or memorandum 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 Environmental Quality

SERIES: 11878

TITLE: Professional and inter-agency contracts and memorandums of agreement

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality

SERIES: 24219

3

TITLE: Publications

DATES: 1970-

ARRANGEMENT: Chronological

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently 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 Environmental Quality

SERIES: 24219

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality

SERIES: 12819

3

TITLE: Recruitment records

DATES: 1991-

ARRANGEMENT: Numerical by certification number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Correspondence, letters, telegrams offering appointments to potential employees, job listings, job/class specifications, job analysis questionnaires, applications for employment, DHRM-7, transcripts, and resumes used to recruit employees for new and vacant positions in the Department, contains offers that are declined (applicants not hired). Those offers accepted maintained in the employee personnel file.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until they become inactive and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). This disposition is based on the administrative needs expressed by the agency. This disposition is also based on legal requirements covered Americans with Disabilities Act.

AGENCY: Department of Environmental Quality

SERIES: 12819

TITLE: Recruitment records

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public

AGENCY: Department of Environmental Quality

SERIES: 5251

3

TITLE: Water quality sample certificates

DATES: 1974-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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