

Retention and Classification Report

Agency: Department of Natural Resources. Office of Energy and Resource Planning (350)

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Records Officer: _____

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AGENCY: Department of Natural Resources. Office of Energy and Resource Planning

SERIES: 85331

3

TITLE: Accounting records

DATES: 1983-2005.

ARRANGEMENT: Alphabetical by category.

TOTAL VOLUME: 4.00 cubic feet.

DESCRIPTION:

These files are used to handle the agency's financial business. They consist of various accounting records such as interdepartmental transfers, travel reimbursements, vendor numbers, journal entries, warrant requests, purchase orders, expenditure adjustments, and American Express charges.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years 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). These records have administrative value because they are useful to the agency in the continuing conduct of its business. They also have fiscal value because they are useful in the documentation of the agency's financial affairs. These records contain financial information related to federal contracts. Some of the information is valuable in researching current contracts. The records can be destroyed after 10 years.

PRIMARY DESIGNATION:

Public Financial information.

AGENCY: Department of Natural Resources. Office of Energy and Resource Planning

SERIES: 85331

TITLE: Accounting records

(continued)

SECONDARY DESIGNATION(S):

Private. Employee's name, social security number, and home address and phone number.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Department of Natural Resources. Office of Energy and Resource Planning

SERIES: 10618

3

TITLE: Administrative records

DATES: 1974-1981.

ARRANGEMENT: none

DESCRIPTION:

Includes energy audits, office correspondence, fuel allocation records, environmental impact statements, subject files, advisory minutes, and VISTA Volunteer records and newsletters. Other records were separated from agency publications. Included are one copy of a report entitled "Consider a Real Incentive to Conserve Energy" (1980), meeting notices and agenda, copies of committee meeting minutes, handouts provided to task force members at the June 20, 1978 meeting, copies of correspondence, photocopies of newspaper clippings, fact sheets, a copy of proposed legislation, one copy of a publication entitled "Rules of Thumb for Direct Geothermal Applications," and one copy of remarks prepared for Governor Scott M. Matheson for delivery to the Interior Mines and Mining Subcommittee, May 18, 1978.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are created by the agency administration to document the history of: research, programs, policies, procedures, leadership, and decision making processes of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Office of Energy and Resource Planning

SERIES: 722

3

TITLE: Budget reports

DATES: 1982-2005.

ARRANGEMENT: None.

DESCRIPTION:

These reports are originals, copies of which are sent to the state budget offices. Some budget working papers are filed with the reports as well as trial run and final run copies of the reports. The governor and legislature decide appropriations based on these reports. The agency also uses past reports to review past requirements and calculate future expenditures.

RETENTION:

Permanent. Retain for 3 month(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 months and then transfer to State Archives.

Paper copy: Retain in Office for 7 years and then destroy.

APPRAISAL:

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

The budget reports of state agencies have primary and secondary fiscal value because they are used by the agency to calculate future expenditures and by the state budget office for deciding appropriations of funds. They also have secondary evidential and informational value because they reveal the agency's functions by showing areas of expenditures as well as the total cost of the agency's activities.

AGENCY: Department of Natural Resources. Office of Energy and Resource Planning

SERIES: 722

TITLE: Budget reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Department of Natural Resources. Office of Energy and Resource Planning

SERIES: 83166

3

TITLE: Data source publication

DATES: 1978-2005.

ARRANGEMENT: Chronological.

DESCRIPTION:

This is a condensed overview of the Statistical Abstract produced by the Energy Data Information System. It is published monthly and contain many facts and figures about energy use, consumption and cost in Utah.

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 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then 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 administrative value(s).

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PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Office of Energy and Resource Planning

SERIES: 85324

3

TITLE: Energy Conservation and Development Council minutes

DATES: 1982-2005.

ARRANGEMENT: Chronological

DESCRIPTION:

These files are kept to document the activities of the Energy Conservation and Development Council, which is sometimes known as the Energy Council. They contain agendas, minutes, related correspondence, pertinent information distributed to the members, and related notes.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1990

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.

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 administrative, and/or historical value(s).

The minutes have administrative value because they document the activities of the council and are referenced to expedite business. They also have secondary evidential value because they provide authentic and adequate documentation of the agency's organization and functions. They also have secondary informational value because of the information discussed concerning the development and conservation of energy and other related topics. The minutes reveal the history and policy changes of the Utah Energy Office.

AGENCY: Department of Natural Resources. Office of Energy and Resource Planning

SERIES: 85324

TITLE: Energy Conservation and Development Council minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Office of Energy and Resource Planning

SERIES: 83163

3

TITLE: Energy data information system

DATES: 1978-2005.

ARRANGEMENT: None.

DESCRIPTION:

This is a report printed from the Energy Data Information System. It is a collection of energy data on consumption, production, transportation in and out of the state, taxes paid, population, employment vs. energy costs, etc. Energy represented is: petroleum products, natural gas, coal, solar, electric and hydro-power.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

APPRAISAL:

These records have administrative value(s).
These reports contain valuable information, however, this information is printed in condensed form in the "Data Source" which will be kept longer.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2016.

AGENCY: Department of Natural Resources. Office of Energy and Resource Planning

SERIES: 85334

3

TITLE: Financial information resource system reports

DATES: 1981-2005.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These files are used to handle the agency's financial business. The file also consists of agency copies of expenditure adjustments and deposits with the treasurer as well as FIRMS reports.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Records destruction files, GRS-1689.

AUTHORIZED: 08-01-2014

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 4 years 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). These files have administrative value to the agency's continuing business. They also have primary fiscal value because they are necessary for the documentation of the agency's financial affairs. They also are useful for research for financial information from old contracts related to contracts currently in force. The agency feels they would no longer need to access these files after 10 years.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Department of Natural Resources. Office of Energy and Resource Planning

SERIES: 336

3

TITLE: Payroll control registers

DATES: 1983-2005.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document the payroll for the agency's employees and consists of lists of employees with payment amount. Includes employee name, low organization number, and payment amount.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

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

These records have administrative value because they are important to the agency's continuing business. They also have fiscal value because they are useful in the documentation of the agency's financial affairs. Some of the employees documented on these registers were paid by federal dollars and relate to terminated contracts that have a relation to contracts currently in force. The agency feels that they would no longer need access to these records after 8 years.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2016.

AGENCY: Department of Natural Resources. Office of Energy and Resource Planning

SERIES: 22900

3

TITLE: Publications

DATES: 1977-2005.

ARRANGEMENT: Chronological

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, energy, conservation, nuclear energy, radioactive waste, coal, oil, hydropower, solar energy, and all other activities of the Division of Energy and Resource Planning. Consists primarily of isolated publications not part of a more specific series.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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).

These records serve to document the history of the agency through its services, activities and programs. Records may contain pamphlets, leaflets, manuals, and other published or processed documents created by the agency to inform the public of the agency's services and programs.

AGENCY: Department of Natural Resources. Office of Energy and Resource Planning

SERIES: 22900

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Office of Energy and Resource Planning

SERIES: 85325

3

TITLE: Solar Advisory Committee minutes

DATES: 1983-1989.

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These files contain the minutes of meetings of the, now defunct, Solar Advisory Committee. The files contain advisory information, attendance information, decisions reached, related items distributed to committee members, membership information, and notes of the committee secretary.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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

APPRAISAL:

These records have historical value(s).

These records have evidential value because they provide authentic and adequate documentation of the Solar Advisory Committee's organization and functions. They also have informational value on the subject of solar energy development in Utah. They should be preserved in the Archives.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Office of Energy and Resource Planning

SERIES: 353

3

TITLE: Superconducting Super Collider proposal

DATES: 1987.

ARRANGEMENT: Numerical by volume number.

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

These records consist of Utah's proposals submitted to the Department of Energy on 2 September 1987. This was an attempt to secure the federal government's superconducting super collider project. These records are bound volumes sent to Washington D.C. and returned to the Utah Energy Office. The file contains the Cedar Mountain Siting and Ripple Valley Siting proposals plus the first and second reports of a study conducted by Dames & Moore.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

These records have primary and secondary evidential and informational values because they are the actual proposals submitted to the federal government in Utah's attempt to secure the project for the state. They also show the impact such a project would have on the state and reveal information on other related topics. They may also be useful in attempts to secure similar projects in the future.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2020.

AGENCY: Department of Natural Resources. Office of Energy and Resource Planning

SERIES: 85323

3

TITLE: Utah Power and Light interrogatory responses

DATES: 1985-1986.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

These records consist of responses to interrogatories in the Utah Power and Light Company v. Utah Associated Municipal Power Systems et al hearings. The responses were by Kevin Higgins of the Utah Energy Office. The originals of these records are in the custody of the Attorney General's Office and a copy is with the Public Utilities Commission.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have legal value(s).

These records have primary legal value because they are used to document the agency's legal business. The originals of these records are housed elsewhere so these copies can be destroyed after 6 years when they will no longer be referenced.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Department of Natural Resources. Office of Energy and Resource Planning

SERIES: 83168

3

TITLE: Utah Power and Light merger case files

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

These are the hearing files on the merger of Utah Power and Light with Pacific Power and Light. They contain great amounts of testimony from various interested parties.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

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 with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public