

Retention and Classification Report

Agency: Department of Natural Resources. Geological Survey (426)

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Records Officer: _____

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AGENCY: Department of Natural Resources. Geological Survey

SERIES: 9986

3

TITLE: Administrative records

DATES: 1981-

ARRANGEMENT: none

DESCRIPTION:

In a binder are various administrative records created and kept by the Utah Geologic and Mineral Survey [1982-1984], including: UGMS board meeting agenda (October 12, 1983), board membership lists with addresses, 1983 organization charts, UGMS activities by funding source or institutional arrangement, UGMS enabling legislation as amended January 1983, UGMS expenditure summary sheets and budgets, administration, editorial/illustrations, inquiries (including library and sales), computer services, economic geology programs by section (senior geologist, petroleum, energy, and minerals), applied geology program by section (senior geologist, site investigations, and hazards), geologic mapping program, project summaries, resumes of UGMS staff members, and the 1982-83 annual report.

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

APPRAISAL:

These records have historical value(s).
Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 9986

TITLE: Administrative records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 20954

TITLE: Agency personnel files for permanent employees

DATES: 1985-

ARRANGEMENT: Alphabetical by employees last name.

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office until retirement or separation of employee and then transfer to Department of Natural Resources.

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 20954

TITLE: Agency personnel files for permanent employees

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 6183

3

TITLE: Annual reports

DATES: 1952-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains reports of activities from the previous year with information pertaining to the governing board, organization, work programs, personnel, projects, outside activities, and finances.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office 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, and/or historical value(s).
Disposition based on value of records in documenting agency achievements, policies, programs and functions.

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 6183

TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 23084

3

TITLE: Board information packets

DATES: 1993-

ARRANGEMENT: Chronological by calendar year and month

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records are used to provide information to the Utah Geological Survey Board prior to board meetings. Information includes meeting agenda, background documents for topics of discussion during the meeting, prior meeting minutes, reports, and other related documents.

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 23085

3

TITLE: Board meeting minutes

DATES: ca. 1980-

ARRANGEMENT: Chronological by calendar year and month

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records document meetings of the Utah Geological Survey Board. They document the history of the Board's activities and accomplishments. Information includes topics of discussion during each meeting, attendees, decisions, and other related information.

RETENTION:

Retain permanently

DISPOSITION:

May 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 permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 2869

3

TITLE: Bulletins

DATES: 1948-

ARRANGEMENT: Numerical by bulletin number

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 for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office 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.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition based on research value of bulletins for studies on natural resources, mining, oil and gas, etc.

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 2869

TITLE: Bulletins

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 23090

3

TITLE: Cash receipts

DATES: ca. 1990-

ARRANGEMENT: Chronological by year, thereunder numerical by receipt number

ANNUAL ACCUMULATION: 2.50 cubic feet.

DESCRIPTION:

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

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

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 6202

3

TITLE: Computerized resources information bank (CRIB) reports

DATES: 1984-

ARRANGEMENT: Chronological.

DESCRIPTION:

The Utah Geological and Mineral Survey, in cooperation with the Bureau of Land Management, located and partially evaluated mineral occurrences in counties throughout the state. The reports contain information pertaining to name and location of the deposit, record identification, mineral information, exploration and development.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 01/2004

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).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 6202

TITLE: Computerized resources information bank (CRIB) reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 23094

3

TITLE: Contract purchasing files

DATES: ca. 1980-

ARRANGEMENT: Chronological by year, thereunder Numerical by payment voucher number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Files which document transactions of \$10,000 or less and construction contracts under \$2,000. They include contract, requisition, purchase order and lease records, correspondence, related records pertaining to award, administration, receipt, inspection, and payments.

RETENTION:

Retain for 7 year(s)

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 and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 23087

1

TITLE: Employee travel reimbursement files

DATES: ca. 1980-

ARRANGEMENT: Chronological by year, thereunder numerical by low org number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Records relating to reimbursing individuals, such as travel orders, travel authorizations, per diem vouchers, transportation requests, hotel reservations, and all supporting records documenting official travel by officers, employees, dependents, or others authorized by law to travel.

RETENTION:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 23089

3

TITLE: FI-NET payment records

DATES: 1998-

ARRANGEMENT: Chronological by year, thereunder Numerical by FI-NET number

ANNUAL ACCUMULATION: 2.50 cubic feet.

DESCRIPTION:

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

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 after end of the fiscal year they were initiated and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 23088

1

TITLE: Fixed asset inventory

DATES: ca. 1990-

ARRANGEMENT: Chronological by year and month

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These records are used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.

RETENTION:

Retain for 2 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: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 26804

1

TITLE: Geological economic resources records

DATES: 2000-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are geospatial geologic resource maps of Utah, these include large mines, large mine permit information, small mine permits, small mine permit information, oil-impregnated rock deposits, coal fields, energy resources, Utah mining district areas and principal metal occurrences, non-metallic mineral resources, complete Bouguer gravity anomaly information, oil and gas fields, uranium and vanadium.

These geospatial energy resource records include datasets on oil & gas, tar sands, gilsonite, oil shale, coal & coalbed methane, geothermal resources in Utah, carbon sequestration, energy data, and resources located in Utah.

The Utah Core Research Center currently holds cuttings from more than 3,500 drill holes; core samples from more than 700 drill holes; a collection of type oils from all producing formations in the state; representative coal samples from Utah's producing coal mines; and miscellaneous samples of metallic minerals, industrial rocks and minerals, tar sands, oil shale, geothermal wells, and surface stratigraphic sections. Great Salt Lake sediment and brine samples are also available.

These geospatial records show the locations of abandoned coal mine and portal mine maps. This is a digital database of more than 450 abandoned coal-mine locations and available (58%) mine-portal maps funded by the Mine Safety and Health Administration, and in cooperation with the Utah Division of Oil, Gas, and Mining and the U.S. Bureau of Land Management.

Geospatial records of the Great Salt Lake, this includes brine chemistry, major levels of Great Salt Lake and Lake Bonneville, brine properties, mineral extraction industries, and salt load of Great Salt Lake, Utah,

Geospatial records of the wells and thermal springs located in Utah. These show the Physical and Chemical data from 2,983 thermal wells and springs.

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 26804

TITLE: Geological economic resources records

(continued)

RETENTION:

Permanent. Retain for 6 month(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:

Computer data files: Retain in State Records Center for 6 months after superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).
The disposition of these records is based on the administrative, legal, and historical needs of the UGS.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 26806

1

TITLE: Geological hazards records

DATES: 1996-

ARRANGEMENT: Alphanumerical by name then scale

DESCRIPTION:

These geospatial records contain statewide hazards maps, quadrangle hazards maps, ground-shaking maps, liquefaction maps, earthquake fault maps, radon hazards maps, shallow ground water and related hazards in Utah, flood hazards from lakes and failures of dams in Utah.

RETENTION:

Permanent. Retain for 6 month(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:

Computer data files: Retain in Agency Record Center for 6 months after superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

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

The disposition of these geospatial records is based on the administrative, legal, and historical needs of the UGS.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 81460

1

TITLE: Geological/mineral/report, survey, investigation

DATES: 2016-

ARRANGEMENT: Numerical by report number

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 Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 22229

3

TITLE: Guidebooks to the Geology of Utah

DATES: 1947-

ARRANGEMENT: Chronological.

DESCRIPTION:

This guidebooks include geological features with information pertaining to history, geology, surveys (road logs), plates, charts, illustrations and maps. 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 for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office 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 historical value(s).

Disposition based on the value of these records in documenting agency programs, procedures, and function.

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 22229

TITLE: Guidebooks to the Geology of Utah

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 20938

3

TITLE: Incentive awards program reports

DATES: 1992-

ARRANGEMENT: Chronological by calendar year

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records are reports pertaining to the operation of the incentive awards program.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Incentive awards program records, GRS-2444.

AUTHORIZED: 02-01-2006

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 2868

3

TITLE: Investigation reports

DATES: 1963-

ARRANGEMENT: Numerical by report number

DESCRIPTION:

The investigation reports are usually in response to requests from state agencies. These reports contain an introduction, background and purpose, location and geological setting, scope of work, study methods, interpretations, conclusions, references, charts and maps.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: 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 administrative, and/or historical value(s). Disposition based on value of these investigative reports which provide detailed studies on issues. Most of the studies are in response to requests from state agencies.

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 2868

TITLE: Investigation reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 2870

3

TITLE: Maps

DATES: 1958-

ARRANGEMENT: Chronological

DESCRIPTION:

These maps are produced by the Geological and Mineral Survey, often in cooperation with the United States Geological Survey. Also included are reports which contain background information pertaining to the maps. Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the state of Utah. They may include maps, charts, aerial photographs, globes, models, and raised relief maps these are a graphic representation of the earth's surface drawn to scale.

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 Cartographic records, GRS-1747.

AUTHORIZED: 11-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 2870

TITLE: Maps

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are historical because they provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 28201

3

TITLE: Open-File Reports

DATES: ca. 1983-

ARRANGEMENT: Numerical by report number

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.

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 Office permanently.

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

Compact disc: 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.

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 28201

TITLE: Open-File Reports

(continued)

APPRAISAL:

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

These reports contain valuable scientific information on the land and resources of Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 20951

3

TITLE: Payroll register

DATES: 1990-

ARRANGEMENT: Chronological by calendar year, thereunder numerical by pay period number.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Display of earnings, deductions, taxes, net income, and warrant or direct deposit information. These documents are prepared and used for payroll disbursement.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 23091

3

TITLE: Petty cash records

DATES: ca. 1980-

ARRANGEMENT: Chronological by year and month

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Records which verify all monies received or expended through a petty cash account. Includes cash receipts, adding machine tapes, daily accounting records, reconciliation, transmittals, etc.

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 7 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 25681

3

TITLE: Policy and program correspondence

DATES: 1974-

ARRANGEMENT: Chronological by date, some alphabetical by corresponding agency

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 until administrative need ends

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 until administrative need ends 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).
Disposition based on value of records in documenting agency achievements, policies, programs and functions.

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 25681

TITLE: Policy and program correspondence

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 20949

3

TITLE: Position change requests and authorizations

DATES: 1995-

ARRANGEMENT: Chronological by calendar year.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Documents used to create new positions, abolish old ones and change existing state employee positions. Common name DHRM 9.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Position analysis records, GRS-167.

AUTHORIZED: 07-02-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 20950

3

TITLE: Preliminary payroll files

DATES: 1990-

ARRANGEMENT: Chronological by calendar year, thereunder numerical by pay period.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Computer-produced, two part documents sent by Finance to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.

RETENTION:

Retain for 3 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Preliminary payroll files, GRS-1889.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 3 months and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 20950

TITLE: Preliminary payroll files

(continued)

SECONDARY DESIGNATION(S):

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 23086

3

TITLE: Press releases

DATES: ca. 1980-

ARRANGEMENT: Chronological by distribution date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are copies of prepared statements or informational announcements made by the Utah Geological Survey and issued to the news media. The press releases are used to inform the general public of important events and announcements.

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 Public relations records, GRS-1716.

AUTHORIZED: 12-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Press releases document an agency's activities and history and provide ongoing research value.

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 23086

TITLE: Press releases

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 7125

3

TITLE: Publications

DATES: 1949-

ARRANGEMENT: Chronological

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include administrative, legal, and fiscal information; geological; legislative action; and all other activities of the Geological and Mineral Survey. Consists primarily of isolated publications not part of a more specific series.

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 Office until administrative need ends and then microfilm and transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently.

Microfiche duplicate: Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 7125

TITLE: Publications

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are historical because they provide evidence of significant policy formulation and business processes of the government; they provide evidence of governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues; and they provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 6220

3

TITLE: Publications catalogs

DATES: 1960-

ARRANGEMENT: Chronological

DESCRIPTION:

The catalogs provide a list of publications available with information pertaining to publication name, author, date and price. 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:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends 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).

Disposition based on value of records in providing a list of publications available on natural resource issues.

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 6220

TITLE: Publications catalogs

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 23093

1

TITLE: Purchase requisition files

DATES: ca. 1980-

ARRANGEMENT: Chronological by year, thereunder numerical by payment voucher number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records are requisitions for supplies and equipment to include in the agency's current inventory.

RETENTION:

Retain for 4 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: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 20955

3

TITLE: Recruitment files

DATES: 1994-

ARRANGEMENT: Alphabetical by program.

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

Correspondence offering appointments to potential employees. These files contain offers that are declined. Those offers accepted will be maintained in the employee personnel file.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after hiring decision is made and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 20952

3

TITLE: Schedule Six position control reports

DATES: 1990-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

Reports which document the employee positions authorized by the Department of Human Resource Management that are actually filled and the amount of money spent. Information includes the amount paid to the employee, which is posted against the general ledger to position control. Also indicates the posted benefits. Information appears on Schedule Six.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 2867

3

TITLE: Special studies reports

DATES: 1962-

ARRANGEMENT: Numerical by study number which is generally 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.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: 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.

Compact disc: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 2867

TITLE: Special studies reports

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition based on research value of reports on special topics
concerning geology and natural resources.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 26805

1

TITLE: State energy program records

DATES: 1996-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are geospatial records of the statewide renewable energy map, this map shows the locations of solar power stations, geothermal springs locations, wind power turbine locations, and biomass locations in use in Utah. Renewable energy in the state of Utah uses natural resources such as sunlight, wind, geothermal heat, and biomass to generate energy for consumption.

RETENTION:

Permanent. Retain for 6 month(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:

Computer data files: Retain in Agency Record Center for 6 months after superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
The disposition of these geospatial records is based on the administrative and historical needs of the UGS.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 26807

3

TITLE: State paleontology records

DATES: 1977-

ARRANGEMENT: Numerical by scale

DESCRIPTION:

These geospatial records contain visitor information guide to fossils in Utah. 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 for 6 month(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 6 months after superseded 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 historical value(s).

The disposition of these records is based on the historical needs of the UGS.

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 26807

TITLE: State paleontology records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 2872

3

TITLE: Survey Notes bulletins

DATES: 1964-

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:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

CD-ROM: For records beginning in 1964 through 2003. 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.

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 2872

TITLE: Survey Notes bulletins

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition based on value of records in documenting agency
achievements, policies, programs and functions.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 23092

3

TITLE: Telephone bills

DATES: ca. 1980-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Bills which document calls made from state offices and state cellular phones. Bills also include the number called and the length, time, and date of phone call.

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 7 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2019.

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 20939

3

TITLE: Time and attendance reports

DATES: 1990-

ARRANGEMENT: Chronological by calendar year, thereunder numerical by low organization

DESCRIPTION:

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 25682

3

TITLE: Transitory correspondence

DATES: 1974-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Business-related correspondence that is routine or transitory in nature and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

AUTHORIZED: 11-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Geological Survey

SERIES: 17805

3

TITLE: Well and spring data

DATES: 1977-

ARRANGEMENT: Numerical by sample number

DESCRIPTION:

Listing of samples taken from wells and springs in Utah. Includes lab number, sample number, well owner, use (eg. culinary), and location of well or spring.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Records Center until destruction authorized and then destroy.

APPRAISAL:

These records have administrative value(s).