

## 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

3

**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:** 08-29-2018

**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:** 20953

3

**TITLE:** Agency personnel files for temporary employees

**DATES:** 1990-2017.

**ARRANGEMENT:** Alphabetical by employee's last name

**DESCRIPTION:**

Copies of correspondence and forms maintained in the personnel file of a temporary employee. This does not include personnel records created for specific federal programs.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Volunteer files, GRS-1963.

**AUTHORIZED:** 04-01-2012

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year 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:** 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:** 83169

3

**TITLE:** Energy Case files

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by case name

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These case files document any new energy development in the State of Utah such as gasohol. They include correspondence, news clippings, reports, and publications. These files also contain minutes of the Energy and Conservation Commission meetings prior to 1982.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**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, and/or historical value(s).  
These files contain the history of energy development in the state.

**AGENCY:** Department of Natural Resources. Geological Survey

**SERIES:** 83169

**TITLE:** Energy Case files

(continued)

**PRIMARY DESIGNATION:**

Private

Because there may be information on an individual's attempt to develop a form of energy which isn't patented.

**AGENCY:** Department of Natural Resources. Geological Survey

**SERIES:** 83170

3

**TITLE:** Energy tax credit case files

**DATES:** 1981-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are case files which document the State tax credits given to business, industry and private individuals for energy improvements made to their homes or offices. There are four categories of energy improvements which are reflected in the tax credits: passive solar, active solar, hydro-energy and wind systems. Information included is name, address, amount spent, type of structure being improved and the kind of energy used.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**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).

**AGENCY:** Department of Natural Resources. Geological Survey

**SERIES:** 83170

**TITLE:** Energy tax credit case files

(continued)

**PRIMARY DESIGNATION:**

Private

**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:** 2873

3

**TITLE:** Geological studies report

**DATES:** i 1975-1977.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Holdings: 1975 (Spring), 1976 (Fall), 1977 (Spring), 1978 (Spring)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

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

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

**APPRAISAL:**

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

**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:**

These records are in Archives' permanent custody.

**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.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition based on value of these maps for research purposes.

**AGENCY:** Department of Natural Resources. Geological Survey

**SERIES:** 2870

**TITLE:** Maps

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Geological Survey

**SERIES:** 6166

3

**TITLE:** Mineral industry operator directory

**DATES:** i 1975-1977.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Holdings: 1975, 1977

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

Microfilm master: 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 this mining and operator directory which documents operators, commodities, locations and mining districts over a three year period.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Geological Survey

**SERIES:** 22232

3

**TITLE:** Oil and gas field studies

**DATES:** 1972-1976.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains oil and gas studies with information pertaining to the project, geology, conclusions, charts and illustrations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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 research value of records documenting field studies on oil and gas over a specific time period.

**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:** 23103

1

**TITLE:** Printing project files

**DATES:** 1990-2014.

**ARRANGEMENT:** Chronological by order date

**DESCRIPTION:**

Job or project records containing papers and data pertaining to planning and execution of printing, binding, duplication, and distribution jobs.

**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 administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2015.

**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.

**AGENCY:** Department of Natural Resources. Geological Survey

**SERIES:** 7125

**TITLE:** Publications

(continued)

**APPRAISAL:**

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

**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:** 25708

3

**TITLE:** Special project files

**DATES:** 1973-2000.

**ARRANGEMENT:** Chronological by project completion date.

**DESCRIPTION:**

This series contains information collected or created by Geological Survey about special projects. The documents include such things as reports, correspondence, and newspaper clippings. These projects include: the Central Utah Project, 1984; the Gravity Maps Project, 1978-1986; the Superconducting Super Collider Project bid, 1985-1987; and the Jordanelle Project, 1982-1992.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after completion of project 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). Special project files provide historical information about major development projects and environmental conditions in Utah.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Geological Survey

**SERIES:** 6221

3

**TITLE:** Special reports

**DATES:** i 1947-1987.

**ARRANGEMENT:** None

**DESCRIPTION:**

Holdings: 1947: "Guidebook to the Geology of Utah;" 1965: "Drilling Records for Oil and Gas in Utah;" 1973: "Earthquake Fault Investigation and Evaluation;" 1977: "An Evaluation of the Effect of Proposed Lake Level and Salinity Control Measures on the Brines of the Great Salt Lake;" 1987: "Geology and Grand County"

**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.

Microfilm master: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in State Archives permanently 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:** 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:** 23102

3

**TITLE:** Unsuccessful grant application files

**DATES:** ca. 1980-2014.

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by grant/project name

**DESCRIPTION:**

Rejected or withdrawn grant applications, memoranda, correspondence, and other records relating to the decision to reject the grant proposal.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Unsuccessful grant application files, GRS-1746.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after denial or withdrawal and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Geological Survey

**SERIES:** 22233

3

**TITLE:** Utah Geology journal

**DATES:** 1974-1979.

**ARRANGEMENT:** 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 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 administrative, and/or historical value(s).  
Disposition based on the value of the scientific studies on geological topics for the state of Utah contained in these periodicals.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Geological Survey

**SERIES:** 2871

3

**TITLE:** Water resource bulletins

**DATES:** 1962-2002.

**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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently and then microfilm.

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 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:** 2871

**TITLE:** Water resource bulletins

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Geological Survey

**SERIES:** 83167

3

**TITLE:** Weatherization report

**DATES:** 1981-

**ARRANGEMENT:** alphabetical by contractor's name

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are contracts with 10 agencies to do weatherization of low income homes. The files includes information on who did the work, where it was done, cost of the work, etc. Two of the largest contractors are the Piute and Goshute Indian Tribes.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**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 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).