

## Retention and Classification Report

**Agency:** Department of Natural Resources (702)

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**Records Officer:** \_\_\_\_\_

29621	Administrative rule records
20863	Annual reports
29602	Budget
27797	Committee and board files
27839	Division correspondence
28829	Executive correspondence
27808	Governor reports
10478	Grievance files
02399	Ground water technical reports
27800	Letters of response
23660	Policy and program correspondence
10864	Position change requests and authorizations
22899	Publications
27753	Purchase orders
02832	Recruitment files
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02835	Terminated schedule B employees files
27798	Travel and reimbursements

**AGENCY:** Department of Natural Resources

**SERIES:** 29621

3

**TITLE:** Administrative rule records

**DATES:** 2002-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

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

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 07-07-2021

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Department of Natural Resources

**SERIES:** 20863

3

**TITLE:** Annual reports

**DATES:** 1968-

**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 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).

This disposition is based on the historical value of the annual reports in documenting activities of the Department of Natural Resources.

**AGENCY:** Department of Natural Resources

**SERIES:** 20863

**TITLE:** Annual reports

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301 (2008)

**AGENCY:** Department of Natural Resources

**SERIES:** 29602

3

**TITLE:** Budget

**DATES:** 2017-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These records are used to document the intended appropriation of funds. Information may include budget requests, proposals, and reports documenting the status of appropriations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

**APPRAISAL:**

These records have fiscal value(s).

**AGENCY:** Department of Natural Resources

**SERIES:** 27797

3

**TITLE:** Committee and board files

**DATES:** 1997-

**ARRANGEMENT:**

**DESCRIPTION:**

Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

**RETENTION:**

Permanent. Retain for 10 year(s) after case is closed

**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 5 years after after case file closes 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 value(s).

**AGENCY:** Department of Natural Resources

**SERIES:** 27797

**TITLE:** Committee and board files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources

**SERIES:** 27839

3

**TITLE:** Division correspondence

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological by year

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

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

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 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).

**AGENCY:** Department of Natural Resources

**SERIES:** 27839

**TITLE:** Division correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources

**SERIES:** 28829

3

**TITLE:** Executive correspondence

**DATES:** 1967-

**ARRANGEMENT:**

**DESCRIPTION:**

These records support the department's function to coordinate and balance the State's stewardship of our natural resources. Executive correspondence documents the decision-making process at the highest level. Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.

**RETENTION:**

Permanent. Retain until separation

**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.

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

**APPRAISAL:**

These records have administrative, and/or historical value(s). These records are historically valuable for research as documentation of the agency's development and direction.

**AGENCY:** Department of Natural Resources

**SERIES:** 28829

**TITLE:** Executive correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(d)(2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** Department of Natural Resources

**SERIES:** 27808

3

**TITLE:** Governor reports

**DATES:** 2005-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Reports documenting work productivity of employees or an office.  
Includes weekly activity or production reports, monthly activity reports, etc.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule  
Employee and program productivity records, GRS-1698.

**AUTHORIZED:** 12-18-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources

**SERIES:** 10478

3

**TITLE:** Grievance files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

Records originating on the review of grievance and appeals raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews, and hearings, examiner's findings and recommendations, exhibits, and records relating to a reconsideration request.

**RETENTION:**

Retain for 3 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after case is closed and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Natural Resources

**SERIES:** 2399

3

**TITLE:** Ground water technical reports

**DATES:** 1972-

**ARRANGEMENT:** Alphanumerical

**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 State Archives permanently with authority to weed.

Paper copy: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources

**SERIES:** 27800

3

**TITLE:** Letters of response

**DATES:** 1989-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**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 Local government routine administrative correspondence, GRS-1760.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

The retention is based on the Administrative Correspondence general schedule.

**AGENCY:** Department of Natural Resources

**SERIES:** 27800

**TITLE:** Letters of response

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Department of Natural Resources

**SERIES:** 23660

3

**TITLE:** Policy and program correspondence

**DATES:** 1973-

**ARRANGEMENT:** Alphabetical by subject, thereunder chronological by date.

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

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

**RETENTION:**

Permanent. Retain for 10 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 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or 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

**SERIES:** 23660

**TITLE:** Policy and program correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Department of Natural Resources

**SERIES:** 10864

3

**TITLE:** Position change requests and authorizations

**DATES:** 1967-

**ARRANGEMENT:** Alphabetical by division, thereunder chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

Documents used to create new positions, abolish old ones and change existing state employee positions. Common name DHRM 9. Formerly called UPM-13's.

**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

**SERIES:** 22899

3

**TITLE:** Publications

**DATES:** 1972-

**ARRANGEMENT:** Chronological by date.

**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 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).

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

**AGENCY:** Department of Natural Resources

**SERIES:** 22899

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources

**SERIES:** 27753

1

**TITLE:** Purchase orders

**DATES:** 1997-

**ARRANGEMENT:** Numerical by purchase order number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Orders used to document the purchase transaction and to notify the agency of purchase approval.

**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 2 years after completion of 10 booklets and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources

**SERIES:** 2832

3

**TITLE:** Recruitment files

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by position

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

Correspondence, letters, telegrams, 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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after hiring decision is made and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

Paper copy: Retain in Office for 1 month after hiring decision is made and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Natural Resources

**SERIES:** 2832

**TITLE:** Recruitment files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Natural Resources

**SERIES:** 27840

1

**TITLE:** Reports: investigative, court hearings, and complaints

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological by year

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Records in this series include reports and correspondences of cases regarding complaints, court hearings, and investigations. These informational items are kept for reference.

**RETENTION:**

Retain for 5 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 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources

**SERIES:** 2835

3

**TITLE:** Terminated schedule B employees files

**DATES:** 1987-

**ARRANGEMENT:** Alphabetical by employee

**DESCRIPTION:**

1988 General Retention Schedule 12:1 (30 years)  
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) after separation

**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 employee leaves and then transfer  
to State Records Center. Retain in State Records Center for 65  
years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Should be maintained long enough to document any possible  
retirement issues, but not as a historical record.

**AGENCY:** Department of Natural Resources

**SERIES:** 2835

**TITLE:** Terminated schedule B employees files

(continued)

**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

**SERIES:** 27798

3

**TITLE:** Travel and reimbursements

**DATES:** 2001-

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document payments made to state employees and agencies for the purpose of reimbursing travel, transportation, equipment, service, training, and other reimbursable costs. Records include correspondence, forms, travel reservations, travel authorizations, per diem vouchers, transportation requests, hotel reservations, invoices, itemized expenses, and other supporting records used to validate reimbursable expenses.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Reimbursement files, GRS-1833.

**AUTHORIZED:** 01-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after case file closes and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Natural Resources

**SERIES:** 27798

**TITLE:** Travel and reimbursements

(continued)

**PRIMARY DESIGNATION:**

Public