

Retention and Classification Report

Agency: Department of Natural Resources. Division of Water Rights (1332)

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AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 5809

3

TITLE: Aerial photographs

DATES: undated

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Aerial photographs of Glen Canyon, the San Rafael River and the Green River.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Aperture cards: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 2383

3

TITLE: Canal blueprints

DATES: 1939-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82679

3

TITLE: Certificates list

DATES: 1981-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a summary list of water rights certified during the year. It is used for management and statistical purposes. The information includes the code number, the application number, the name and address, the county, the size or source, the quantity, the location, and the certificate number.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This record has only administrative value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82661

3

TITLE: Change file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This is the record of changes to the water user claims. The information includes the change number, the status of the change, and the change certificate number. This is a file of automated data system, file key: WRADS.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 5808

1

TITLE: Conservancy district maps

DATES: 1938-

ARRANGEMENT: none

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:

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 13909

3

TITLE: Contour maps

DATES: undated

ARRANGEMENT: Sheet number.

DESCRIPTION:

These are Bear River contour maps documented by sheet number.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2018.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 847

3

TITLE: Correspondence

DATES: 1897-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Correspondence documents the administration or management of the State Engineer's Office, office organization, its policies, procedures and achievements. Includes financial letter books, A-D, 1907-1921, an unusually detailed account of individual expenditures, and a letter book for specifications and bill of materials, 1903-1905 which is also extremely detailed.

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 State Archives permanently 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.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are historical due to their importance in providing evidence of significant policy formulation and business processes of the government.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 847

TITLE: Correspondence

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 865

3

TITLE: County canal registers

DATES: undated

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Records of irrigated lands in Davis, Weber, and Morgan counties. Gives name of canal, plat number, and acreage in different types of land (marsh, pasture, cultivated, orchard or garden), and total acreage. Another book gives notes (repairs, when water turned on, etc.) on the ditches.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These records are historical based on their importance in providing evidence of significant policy formulation and business processes of the government.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 25501

3

TITLE: Dam safety correspondence

DATES: 1900-

ARRANGEMENT: Numerical by assigned dam number

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These records document correspondence between dam owners and the State Engineer's office. Issues addressed include dam design, construction, maintenance and repair of public and private dams in Utah. Private owners include private land owners, farmers and irrigation companies. Public dam owners include the Division of Wildlife Resources, water conservancy districts and other special service districts. Information includes names, addresses, dates and details of issues addressed. 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 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 until scanned and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends and then delete.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 25501

TITLE: Dam safety correspondence

(continued)

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). This retention is based upon the value of these records to researchers in the study of dam and water rights issues in the State of Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 13903

3

TITLE: Davis and Weber County irrigation districts registers

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

These register books contain descriptive information relating to water irrigation districts. The registers document information in the following categories: name, description of the land (acres, subdivision, section, township, range), existing water rights (company, shares), classified areas (acres, type of soil), depth of in feet, ground water (depth to in feet), water deficiency, water rights in acre feet (per acre, allotted, existing, total and summary existing, allotted, and total), and remarks.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule County official records, GRS-305.

AUTHORIZED: 07-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

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

Given the long term nature of water rights these records have historical and legal value.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82676

3

TITLE: Deposits with State Treasurer

DATES: 1974-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Based on General Retention Schedule 6 Item 8. Previous decision:
67-04: 5 years/public.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 30632

3

TITLE: Distribution system correspondence

DATES: 1897-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain permanently

DISPOSITION:

May 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 99 years and then transfer back to agency.

APPRAISAL:

These records have administrative value(s).
Value of records is based on their usefulness for carrying out the agency's current business.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 30632

TITLE: Distribution system correspondence

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301 (2020)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302 (2023)

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82653

3

TITLE: Domestic use file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This is a record of water claims filed for domestic use. It includes the number of families using the water, the number of persons using the water, the diversion of limitation, and the period of use. This is a file of automated data system, file key: WRADS.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

APPRAISAL:

These records have administrative value(s).
Once updated, the old information is no longer needed.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82668

3

TITLE: Exchange automated data system

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This is a data system that records the exchange applications filed with the state. This exchange allows the transfer of water from one body of water to another in order to prevent the waste of water or to facilitate distribution of the water. This system is used to keep a history of all exchanges. The information includes the number of acre feet of water, the area inundated, the exchange number, the type of diverting works, the owner's name and address, the direction and distance of the exchange, the water sources involved, the depth and diameter of any affected well, and the type of water use involved.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).
This record is used to maintain a history of these exchanges. The retention is based on the wishes of the staff. At a later date, this retention should be reviewed again to determine when the information should be taken off line and stored on tape.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82668

TITLE: Exchange automated data system

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82677

3

TITLE: Filing fee receipts

DATES: 1980-

ARRANGEMENT: Numerical by receipt number

DESCRIPTION:

These are receipts given by the division for fee payments. They include the payer's name and address, the amount and reason for the payment.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82651

3

TITLE: Irrigation use file

DATES: 1903-

ARRANGEMENT: none

DESCRIPTION:

This is a file of those water claims used for irrigation. It includes the total irrigated acreage, the sole supply acreage, the location of the irrigated land, the number of forty acre tracts, the lot number, the number of acres, and the period of use. This is a file in the Water Rights Automated Data System (WRADS). Data in this system is a compilation of information from applications, claims, adjudication records, and appropriation certificates.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82685

3

TITLE: Lapsed water users claim files

DATES: 1987-

ARRANGEMENT: Numerical

DESCRIPTION:

These are water rights and water rights applications that have lapsed due to the failure of the applicant or right holder to perform all required actions. In the case of a right holder, the water rights lapse if the water has not been used for five years (UCA 73-1-4); with applicants it occurs if they fail to follow all of the steps in the application process (UCA 73-3-18). These files include application to appropriate water, certificate of permanent change of point of diversion, place, purpose or period of use of water, water user claim, application to segregate water, request for extension of time, deed of water rights, underground water claim, proof of resumption of use of water, application for extension of time within which to resume use of water, notice to water users advertisement, application for temporary change of point of diversion, place or purpose of use, application to renovate or replace an existing well, permit application to alter a natural channel, statement of water user's claim to diligence rights, and segregation and permanent change. Information includes the name and address of the applicant, the water source, the drainage area, the nature and period of use, the location of the point of diversion, the quantity of water, the place of use, a description of any well, and a record of any change of ownership.

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: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then microfilm and destroy

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82685

TITLE: Lapsed water users claim files

(continued)

provided microfilm has passed inspection.

Microfiche master: Retain in Office for 10 years and then destroy.

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

APPRAISAL:

These records have administrative value(s).

Because of the way the law is written, a record of the lapsed files must be kept. UCA 73-3-18 states that if the lapse was due to a mistake on the state engineer's part, the original priority date will be reinstated. However, any such mistake will be discovered within ten years. After that time, there is no further need for this record. Note that this file contains records that are not kept anywhere else. Previous decision: 67-30: microfilm/public.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 5810

3

TITLE: Maps

DATES: 1897-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These maps contain information pertaining to water resources within the state of Utah. 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, raised relief maps that are a graphic representation of the earth's surface drawn to scale, and/or hydrographic survey maps used to document the extent of beneficial use, points of diversion, place of use and other hydrographic features and mylar maps.

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 microfilm and 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.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 5810

TITLE: Maps

(continued)

APPRAISAL:

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

The maps document water resources, any changes, and uses for over a century.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82683

3

TITLE: Microfilm index

DATES: 1905-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of what documents have been filmed and on what roll they were filmed. The office uses jacketed microfiche and if the film were to be destroyed, this could be used to reconstruct the individual files. This record includes the date, the claim number, and the microfilm roll number.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until disposition of assets and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

This record would be needed in case something happened to the film. Once the film is disposed of, this index may be destroyed.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82655

3

TITLE: Mining use file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This is the record of water use claims filed by mine operators. The information includes the mining district, the mine name, the type of ores mined, and the period of use. This is a file of automated data system, file key: WRADS.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

APPRAISAL:

These records have administrative value(s).
Once updated, the old information can be deleted.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82654

3

TITLE: Municipal use file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This is a record of water claims filed by municipalities. It includes the name of the municipality and the period of use. This is a file of automated data system, file key: WRADS.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

APPRAISAL:

These records have administrative value(s).
Once the information is no longer needed, it can be deleted.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 6390

3

TITLE: New filings

DATES: 1903-

ARRANGEMENT: Numerical by application code

DESCRIPTION:

Includes applications to appropriate water (dead files) and intermittent numbered applications (lapsed, rejected, withdrawn) with corrections, and approvals (in microfilm accession no. 101363).

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

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

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82657

3

TITLE: Other use file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This is a file of water users that do not fit into the other categories. It includes the type of use, a description of the use, and the period of use. This is a file of automated data system, file key: WRADS.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

APPRAISAL:

These records have administrative value(s).
Once updated, the old information is no longer needed.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82647

3

TITLE: Owner's file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This is a record of the current ownership of water rights. It includes the name of the owner(s); whether the owner is an individual, a trust, a corporation, or a company; the address; and the percentage of ownership for all co-owners. This is a file of automated data system, file key: WRADS.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until the information is updated and then erase.

APPRAISAL:

These records have administrative value(s).
This information is used for current ownership and is not needed after it has been updated.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 2376

1

TITLE: Perfected and unperfected county water rights inventories

DATES: 1960-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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 State Archives permanently with authority to weed.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82648

3

TITLE: Place of use file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This file shows the current locations where water rights are used. It includes the section, township, range, and base where the water right is located; the number of forty acre tracts, and the lot number. This is a file of automated data system, file key: WRADS.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

APPRAISAL:

These records have administrative value(s).
Only the current information in this file is valuable. Once it is changed, the old information can be deleted.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82646

3

TITLE: Points of diversion file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This is a record of the current points of diversion of appropriated water in the state. This records the name of the stream or other source from which water is to be diverted, the location of the diversion, and the means to be used to divert the water. The information includes direction and distance of the diversion north and south or east and west; the section, township, and range of the diversion; the base and conversion units; the type of diverting source for surface water (dam, pump, etc.), the water source; for underground water the well diameter, and the range of depth of the well; the points of rediversion; the type of diverting works and source; the point of return of water to the source; the quantity of water consumed and returned in cubic feet per second or acre feet; and the point to point water use. This is a file of automated data system, file key: WRADS.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until the information is updated and then erase.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82646

TITLE: Points of diversion file

(continued)

APPRAISAL:

These records have administrative value(s).

This information is used to determine the current points of diversion. Once a change is made, the older information can be deleted.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82649

3

TITLE: Points of diversion reference file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This file elaborates on information that is contained in the points of diversion file yet cannot be documented in that file due to space limitations. It includes the item that is referenced and the additional comments needed to explain that item. This is a file of automated data system, file key: WRADS.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until the related item is no longer retained and then erase.

APPRAISAL:

These records have administrative value(s).
Once the item that the additional comments refer to has been erased, these comments can be erased.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82656

3

TITLE: Power use file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This is a record of water user claims filed by power plant owners. The information includes the name and type of power plant, the power capacity, and the period of use. This is a file of automated data system, file key: WRADS.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

APPRAISAL:

These records have administrative value(s).
The information in this file is constantly updated. Once an update occurs, the old information is no longer needed.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 840

3

TITLE: Publications

DATES: 1919-

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, fiscal information, financial, engineering, water rights, and all other activities of the Division of Water Rights (State Engineer). Consists primarily of isolated publications not part of a more specific series.

RETENTION:

Retain permanently

DISPOSITION:

May 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 for 1 year and then transfer to State Records Center. Retain in State Records Center for 99 years and then transfer back to agency.

Microfiche master: For records beginning in 1941 through 1980. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1941 through 1980. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 840

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 13905

3

TITLE: Reserved water right claims

DATES: 1873-

ARRANGEMENT: Alphabetical by location.

DESCRIPTION:

These are settlement irrigation records, including reserved water right claims and supporting documents for negotiation for settlements.

RETENTION:

Permanent. Retain until administrative value has been met

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule County official records, GRS-305.

AUTHORIZED: 07-06-2018

FORMAT MANAGEMENT:

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

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

Paper: Retain in Office until digitized and administrative value met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).
These records were used to negotiate water rights in settlements.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 13905

TITLE: Reserved water right claims

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2019.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82660

3

TITLE: Reservoir storage area inundated file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This is a record of the location of reservoirs. The information includes the section, township, range, and base where the reservoir is located, the number of forty acre tracts, and the lot number. This is a file of automated data system, file key: WRADS.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

APPRAISAL:

These records have administrative value(s).
This information is updated when changes occur. After the update, the old information is no longer needed.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82659

3

TITLE: Reservoir storage file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This is a record of reservoirs around the state. The information includes the name, the water capacity, the height of the dam, and the area inundated. This is a file of automated data system, file key: WRADS.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

APPRAISAL:

These records have administrative value(s).
This file is constantly updated. Once an update occurs, the old information can be deleted.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 2405

3

TITLE: Retirement roster

DATES: 1965-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 2367

3

TITLE: Salt Lake County water well permit applications

DATES: 1940-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82662

3

TITLE: Segregation file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This is a record of segregations to water user claims. These occur when part of a water right is sold or otherwise divided. The information includes the segregation number, the change from and to, and the water user's claim number. This is a file of automated data system, file key: WRADS.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

APPRAISAL:

These records have administrative value(s).
Only current information is maintained in this file. Once an update occurs, the old information can be disposed of.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82652

3

TITLE: Stock watering use file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This file contains information on claims used to water livestock. The information includes the number of equivalent livestock units and the period of use. This is a file of automated data system, file key: WRADS.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

APPRAISAL:

These records have administrative value(s). This information is only valuable as long as it is current. Once it is updated, the old data can be deleted.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 25645

3

TITLE: Stream alteration application files

DATES: 1972-

ARRANGEMENT: Chronological by year, thereunder alphabetical by water right area, thereunder chronological by case number.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

Except in cases of emergency, no state agency, county, city, corporation, or person may relocate any natural stream channel or alter the beds and banks of any natural stream without first obtaining the written approval of the state engineer (UCA 73-3-29). This series documents stream alteration applications. In addition to the applications, the files contain associated plan and cross-sectional drawings of the proposed alteration, location maps, photographs taken during site visits, Federal and State agency comments on the proposal, and decision documents for the application (rejection of approval).

RETENTION:

Permanent. Retain for 20 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: 03/2005

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, historical, and/or legal value(s). This disposition is based on the requirement of the Division of Water Rights to administer applications pursuant to UCA 73-3-29 (2004). They help document the history of Utah rivers and streams.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 25645

TITLE: Stream alteration application files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 22510

3

TITLE: Technical publications

DATES: 1944-

ARRANGEMENT: Chronological.

DESCRIPTION:

These reports are prepared as a part of the Statewide cooperative water-resource investigation program administered jointly by the Utah Department of Natural Resources, Division of Water Rights (State Engineer) and the U.S. Geological Survey. The program is conducted to meet the water administration and water-resource data needs of the State as well as the water information needs of many units of government and the general public. The reports contain information pertaining to report abstracts, introduction, analysis, future studies, summary, conclusions, references cited, plates, figures, tables, charts and maps.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

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

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

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 22510

TITLE: Technical publications

(continued)

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82678

3

TITLE: Title changes

DATES: 1979-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a summary list of title changes. It is used for management and statistical purposes. The information includes the installment receiving date, the filing number, the name of the owner/assigner/grantor, the amounts retained and conveyed, the name and address of the new purchaser/assignee/grantee, the source of the water, and the county and area of the report.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This record has only administrative value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82672

3

TITLE: Township and range files

DATES: 1905-

ARRANGEMENT: undated

DESCRIPTION:

This is a record of all wells that are located in a specified township and range. It is used to provide a profile of the underground water geology and it also is used by the state engineer to verify that the wells comply with state regulations. The files include copies of Report of Well and Tunnel Driller which gives the report number, the date filed, the name and address of the well driller, the owner's name and address, the location of the water supply, the number of the approved application, the well location, the date work was begun, the date work was completed, the maximum quantity of water as flowing on completion of well, the total depth, the water pressure, the size and kind of casing, the depth of water bearing stratum, the log of well, and the type of cap or valve. Includes historical applications for appropriation of water use prior to 1950.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 100 years and then return to agency.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82672

TITLE: Township and range files

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
This record is of long-term value for its research potential and
for the staff use.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 13913

3

TITLE: Tracings, proofs, and dam applications

DATES: 1957-

ARRANGEMENT: numerical by application number

DESCRIPTION:

This series contains working files from the office of the State Engineer. Many of the documents contained in this series are copies of records retrieved from the agency's "old files" and include an initial letter requesting the search for these records. The retrieval letter documents the specific location of "old" records with a log that notes their location by book number, page, date, with a brief description of the record located. The "old file" records dates from as far back 1903, and were retrieved during the 1950's. "Old files" are provided in order to prove existing water rights claims, and often correspondence requesting the discovery of "old" records is included in the series. The series also includes: application files and requests; protest letters; newspaper clippings that function as proof of "notice to water rights users" attached to agency forms documenting the newspaper that published the notice and dates of publication; and other correspondence between interested parties and the State Engineers office.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule County official records, GRS-305.

AUTHORIZED: 07-06-2018

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 13913

TITLE: Tracings, proofs, and dam applications

(continued)

APPRAISAL:

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

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 13908

3

TITLE: Water allotment conservation districts journals and logs

DATES: 1937-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 2398

3

TITLE: Water appropriations change notices

DATES: 1947-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82669

3

TITLE: Water commissioners' annual reports

DATES: 1921-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are reports submitted by water commissioners appointed under UCA 73-5-1 of the distribution of water for each area. Commissioners can be appointed for all or part of a river system or other water source. The report shows annual water volume deliveries including the user's names, the cubic feet per second of water rights, water rights priorities, the amount of water delivered, the cost of distribution, climatological data, special problems encountered, the basis for computing assessments, and commissioners' recommendations.

RETENTION:

Permanent. Retain for 1 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: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s). This record shows the distribution of water in the state and has long-term value. According to the staff, the record is referred to often within the first fifteen years by the staff and by the public. Disposition based on the value of these records in documenting agency achievements, policies, procedures, and function.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82669

TITLE: Water commissioners' annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 7048

3

TITLE: Water filings

DATES: 1903-

ARRANGEMENT: Numerical by application number or water rights number

DESCRIPTION:

These records include applications for water rights as well as water rights renewal applications. The records include name and contact information of applicant, designated water access point, allowed water amount, and purpose for water usage (irrigating, stockwatering, etc.)

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1986

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Optical disks: Retain in Office permanently.

APPRAISAL:

These records have legal value(s).

Previous decision: Microfilm - RDRs 64-36, 67-30, 71-01 as recorded in 1986 Retention Schedule page 57.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 7048

TITLE: Water filings

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 27177

3

TITLE: Water Rights Maps

DATES: 1890 -

ARRANGEMENT: Numerical by hanger and page.

DESCRIPTION:

These are maps used by the division to document the defined area of diversion, use, storage, and/or transportation of water. They are also used to verify the legal and long-term use of water in compliance with the applicable water right(s).

RETENTION:

Permanent. Retain for 6 year(s)

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 for 1 year 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.

Computer data files: Retain in Office permanently.

APPRAISAL:

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

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82684

3

TITLE: Water right files

DATES: 1905-

ARRANGEMENT: Numerical.

DESCRIPTION:

This is the complete file of all of the water rights granted in the state to regulate the distribution of water. It includes application to appropriate water, certificate of permanent change of point of diversion, place, purpose or period of use of water, water user claim, application to segregate water, request for extension of time, recording of hearing, deed of water rights, underground water claim, proof of resumption of use of water, application for extension of time within which to resume use of water, notice to water users advertisement, application for temporary change of point of diversion, place or purpose of use, application to renovate or replace an existing well, permit application to alter a natural channel, statement of water user's claim to diligence rights, adjudication notices (which includes returned undeliverable mail), and segregation and permanent change. Information includes the name and address of the applicant, the water source, the drainage area, the nature and period of use, the location of the point of diversion, the quantity of water, the place of use, a description of any well, and a record of any change of ownership. Proof of mail (return envelopes) are also in this series, with the same retention, but are kept for 99 years.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: For records prior to and including 2018. Retain in Office until claim lapses and then microfilm and destroy provided

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82684

TITLE: Water right files

(continued)

microfilm has passed inspection.

Microfiche master: Retain in Office permanently.

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

Paper: For records beginning in 2018 and continuing to the present. Retain in Office until claim lapses and records are scanned and then destroy.

Computer data files: Retain in Office permanently.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 99 years and then return to agency.

Audio cassettes: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

A record of water user claims must be kept by the office and must be accessible to the staff and to the public. The retention of these records in the above formats is requested by the staff for their administrative purposes.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2019.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82645

3

TITLE: Water rights master file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This is the documentation of all water rights filed in the state. It includes application number, diligence claim number, underground water claim number, temporary application number, or segregation number; whether the applicant owns the land; the amount of water appropriated in cubic feet per second or in acre feet; the source of supply; the location; the filing date; the dates of priority, advertising, protest, approval, proof due, and extension filed; the dates of election or proof; the dates the rights are rejected, lapsed, withdrawn, cancelled, or terminated; the proposed determination book number; the status and type of right; the source of water; the map number; and the point of diversion. This is a file of automated data system, file key: WRADS.

RETENTION:

Retain for 10 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 10 years after the water right lapses and then delete.

APPRAISAL:

These records have administrative value(s). According to the staff, this record is used constantly and needs to be kept on-line. It is referenced as long as the water right is active and for up to ten years after the right has lapsed.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82645

TITLE: Water rights master file

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 27194

3

TITLE: Water rights proof maps

DATES: 1903-

ARRANGEMENT: Alphanumerical by Hanger and Page.

DESCRIPTION:

This series documents how and where water from a water source is being used within the state. Records are used to verify the construction and location of water distribution assets such as dams, ditches, wells, and other diversionary structures as well as to verify where and how water is being used. Records are also used when adjudicating water rights, evaluating water use on a local or regional scale, and whenever changes are made to underlying water rights. Series information may contain (1) statements indicating locations where water is diverted and where and how it is being used, (2) statements indicating the quantity of water being diverted from a defined source, (3) descriptions of major features pertaining to water rights, including maps, topography, profiles, drawings, and/or reservoir area-capacity curves, (4) descriptions of any diversionary works constructed, such as diversions, dams, ditches, wells, etc., and (5) descriptions of installed measuring devices. 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 for 6 year(s)

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:

Maps: Retain in Office for 1 year and then transfer to State

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 27194

TITLE: Water rights proof maps

(continued)

Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office permanently.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).
UCA 73-3-16.

These records have legal value as they verify "evidence of priority" for water rights. They also have historical value as they document land ownership and use, including ranching, domestic needs, mining, and irrigation. They also outline construction plans for dams, ditches, and irrigation systems and demonstrate a range of building techniques related to the diversion and transportation of water.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82644

3

TITLE: Water rights records

DATES: 1982-

ARRANGEMENT: none

DESCRIPTION:

This is a system that documents the water rights in the state. It includes a record of filings, advertisements, and approval or rejection of rights. Besides tracking the water rights in the state, the system prints certificates of approval, finds and prints all disallowed rights in an area, finds and prints all pending rights in an area, prints a proposed determination book, and prints water user claim forms. This system is used on an HP 3000/48.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

Records documenting ownership of water rights are vital historical records in Utah.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82644

TITLE: Water rights records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82663

3

TITLE: Water rights report

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This report contains all of the information in the system on a specific water right. It is generated on an as needed basis and is used to verify the information in the file. This includes application number, diligence claim number, underground water claim number, temporary application number, or segregation number; whether the applicant owns the land; the amount of water appropriated in cubic feet per second or in acre feet; the source of supply; the location; the filing date; the dates of priority, advertising, protest, approval, proof due, and extension filed; the dates of election or proof; the dates the rights are rejected, lapsed, withdrawn, cancelled, or terminated; the proposed determination book number; the status and type of right; the source of water; the map number; and the point of diversion. This is a report of automated data system, file key: WRADS.

RETENTION:

Retain for 30 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 30 days and then destroy.

APPRAISAL:

These records have administrative value(s).
This record has a limited purpose and is only needed for a short time.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82663

TITLE: Water rights report

(continued)

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 22513

3

TITLE: Water use reports

DATES: 1981-

ARRANGEMENT: Chronological.

DESCRIPTION:

These reports are a summary of data collected under the Utah Water Use Program, a cooperative program between the Division of Water Rights and the U.S. Geological Survey. The data were collected from public water suppliers and self-supplied industries pertaining to water diversions, population, surface water, wells, and springs. The information in these reports is presented primarily through charts, graphs and tables. The 1981 report contains information from 1960-1978.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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. Division of Water Rights

SERIES: 22513

TITLE: Water use reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82667

3

TITLE: Water user automated data system

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

This is a data system for information on water uses that is collected by the division for transmittal to the United States Geological Survey. This series includes the name of the claim holder, the hydrological unit code, a description of the claim, the location of uses, the type and identification number of the source, the water measuring method and accuracy, a monthly breakdown of the amount of water involved, the name and location of any storage facilities, and the population using the water right.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until information is transmitted to federal government and then erase.

APPRAISAL:

These records have administrative value(s).

This information is a duplicate of information maintained by the office. Once transmitted, there is no need to retain it.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82673

3

TITLE: Water user claim books

DATES: 1941-

ARRANGEMENT: none

DESCRIPTION:

This is a record used to assign claim numbers to water rights applications. It is used as an index to find the files. There are two sets cross referenced to each other. One set gives the application number and a code number. The other set gives the date, the claim holder name, the water claim number, the code number, and the county.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until the information is entered into a data system and then destroy.

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

APPRAISAL:

These records have administrative value(s).

As this is used as an index, it must be retained as long as the record it refers to is. However, plans are being made to enter this information into the computer. When that happens, the paper copy can be destroyed.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82673

TITLE: Water user claim books

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82682

3

TITLE: Water user claim index books

DATES: 1905-

ARRANGEMENT: Numerical by application number

DESCRIPTION:

These are books used for quick reference to keep track of how many permits are issued within the state. These books include the claim number and name of claim holder.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until the claim is no longer in effect and then destroy.

APPRAISAL:

These records have administrative value(s).

This record has administrative value only.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82650

3

TITLE: Water user file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This lists all of the water users in the state. It includes the claim group number, the type of claim, the type of water use, the claims group reference, and the period of use. This is a file of automated data system, file key: WRADS.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until the information is updated and then erase.

APPRAISAL:

These records have administrative value(s).

This file is constantly updated. Once an update is made, the old information is no longer needed.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82658

3

TITLE: Water user remarks file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This is a file that contains additional information on items in the water user file for which there was not enough room. It includes the item needing elaborating and the additional comments. This is a file of automated data system, file key: WRADS.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until the related item is deleted or until the comment no longer applies and then erase.

APPRAISAL:

These records have administrative value(s).
Once the item in the related file is deleted, this record has no further value.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82664

3

TITLE: Well driller records

DATES: 1987-

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

This is a record of licensed well drillers, wells drilled, well logs submitted, and any complaints that have been filed against a well driller. This record includes the license number of the well driller, the name of the well driller or company, the water user claim number, the well driller's application number, and a record of any complaints against the driller.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

AUTHORIZED: 01-17-2020

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 4 years and then delete.

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82664

TITLE: Well driller records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(51)(2018)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2019.

AGENCY: Department of Natural Resources. Division of Water Rights

SERIES: 82670

3

TITLE: Yearly fee register

DATES: 1908-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of the payment of water user's fees. This includes the receipt number, the application number, the applicant's name, the amount paid, the specific fees paid, and the total amount of the payment.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Microfilm master: Retain in Archives for 7 years and then destroy.

Microfilm duplicate: Retain in Archives for 7 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). As the record documents the receipt of fees, it may be subject to an audit and should be retained for the audit period.