

Retention and Classification Report

Agency: Department of Natural Resources. Division Law Enforcement (1771)

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Records Officer: _____

10576	Auction files
26001	Background waivers
83520	Hunter safety instructor's list file
26000	Law Enforcement Operational Plans
28376	Law Enforcement Section Video Recordings
04420	License suspension files
27483	Peace officer training summaries
04404	Permits to ship protected wildlife
10165	Personal weapon authorizations
04382	Reward authorizations
04380	Statewide citations
04391	Statewide warning citations
04415	Statewide wildlife disposal receipts

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 10576

3

TITLE: Auction files

DATES: 1970-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records document the confiscation of a wildlife code violator's equipment (firearms, traps, etc.) by a court. They may include equipment seizure cards except at this stage the seized property has been confiscated and has a "Confiscated" slip attached which shows what court confiscated the equipment and on what date. Confiscated equipment is then put up for auction. Information in this series may also include surplus or abandoned property documentation.

RETENTION:

Retain for 3 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after equipment is disposed of and then destroy.

Computer data files: Retain in Office until equipment is disposed of or until administrative need ends and then delete.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs of the agency. Previous decision: 3 years and destroy.

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 10576

TITLE: Auction files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 26001

3

TITLE: Background waivers

DATES: 2003-

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

Volunteers who wish to work with Utah Division of Wildlife Resources programs that involve children must fill out a background waiver. These waivers list the volunteer's name, date of birth, and social security number. The Division then performs a background check using the Bureau of Criminal History files to ensure that all youth program volunteers are upright citizens. The information kept in this series is for requests denied. The files contain application, letter from director and background check. Requests that are approved are destroyed.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/2005

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years after waiver is denied and then delete.

Paper: Retain in Office until waiver is approved and then destroy.

APPRAISAL:

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

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 26001

TITLE: Background waivers

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-301(j)

SECONDARY DESIGNATION(S):

Exempt. UCA 53-10-108

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 83520

3

TITLE: Hunter safety instructor's list file

DATES: 1978-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This file is a computer printout of all instructors licensed by Wildlife Resources to instruct the hunter safety courses. Included is: region, region address, name of instructor and address, instructor occupation, certification number and date of certification.

RETENTION:

Retain for 1 month(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 month after superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 26000

3

TITLE: Law Enforcement Operational Plans

DATES: 2005-

ARRANGEMENT: Alphabetical by region and thereunder chronological by date.

DESCRIPTION:

The Division of Wildlife, Bureau of Law Enforcement notifies the Division of Wildlife, Department of Natural Resources of search warrants, arrest warrants, surveillance and/or administrative checkpoints. This series includes Law Enforcement's reports to the Division. Included in this series are administrative checkpoint authorizations. The division must submit plans describing the date, time, and duration of the checkpoint; purpose of the checkpoint; and information about the officers who will operate the checkpoint. Plans are approved by a judicial magistrate. These files include plans as well as court authorizations.

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: 12/2005

FORMAT MANAGEMENT:

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

APPRAISAL:

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

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 26000

TITLE: Law Enforcement Operational Plans

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(9)

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 28376

3

TITLE: Law Enforcement Section Video Recordings

DATES: 2013-

ARRANGEMENT: Chronological by date, then alphabetic by officer

DESCRIPTION:

This series consists of electronic video or audio recordings from police vehicles, body worn cameras, or other video or audio recording devices. Filming is automatically activated when the officer turns on their emergency equipment or activated by the officer. The electronic recordings document an officer's response to a police call or other public encounter that is required to be recorded by statute, rule, or policy.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Officer and dispatch recordings, GRS-2027.

AUTHORIZED: 01-22-2024

FORMAT MANAGEMENT:

Video recordings master: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

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

63G-2-305(10)(a) through (e)

Officers while in performance of their duty may record their contacts and other wildlife and related activities, and those listed above.

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 28376

TITLE: Law Enforcement Section Video Recordings

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected.

Wildlife officer law enforcement contacts.

Controlled.

Some/but not all records could be public, i.e. the catch and release of animals that DO NOT include law enforcement contacts

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 4420

3

TITLE: License suspension files

DATES: 1920-

ARRANGEMENT: Alphabetical by licensee's surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records are created by wildlife enforcement officers to revoke the hunting or fishing license of an individual who has violated the rules and regulations of the wildlife code. These records provide justification for suspending licenses and background information for subsequent violation investigations. Records may include notice of the license suspension, the hearing officer's decision and order report, a notice of right to appeal decision, and a certificate of service indicating that the individual received the citation via certified mail.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2014

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned, checked for quality, input into database and then destroy.

Computer data files: Retain in Office for 65 years or until revocation period ends, whichever is greater, and then delete.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs of the agency, as they enforce Utah Code 23-19-9 (2011). Due to the fact that offenders are often repeat offenders, it is valuable to have an offender's record for the duration of his life.

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 4420

TITLE: License suspension files

(continued)

Previous retentions were 30 years and 5 years after revocation period expires.

RETENTION JUSTIFICATION:

It is helpful for the agency to have a criminal violation history to reference when new offenses occur, which is a common trend. Those who poach as young adults tend to poach as old adults, too, so it is valuable to have an offender's record for the duration of his life.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305 (10) 2014

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 27483

3

TITLE: Peace officer training summaries

DATES: 1972-

ARRANGEMENT: Chronological by fiscal year

DESCRIPTION:

Law enforcement officers are required to participate in forty hours of training annually to keep their peace officer certification. These records contain the names and total hours of training of each Division of Wildlife Resources law enforcement officer. The records are kept as yearly summaries. Reports of training hours are also sent to P.O.S.T. Information may include Social Security number, employee identification number, and/or federal employer identification number.

RETENTION:

Retain for 5 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee training records, GRS-1916.

AUTHORIZED: 05-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after training is completed and reported to P.O.S.T. and then destroy.

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

APPRAISAL:

These records have administrative, and/or legal value(s).
P.O.S.T. requires an annual report of training in order to certify law enforcement officers.

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 27483

TITLE: Peace officer training summaries

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(h)

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 4404

3

TITLE: Permits to ship protected wildlife

DATES: 1920-

ARRANGEMENT: Chronological by calendar year thereunder numerical by permit number

DESCRIPTION:

These permits are created by the Wildlife Resources Division as provided in UCA 23-13-5 and UCA 23-20-5 to authorize the out-of-state shipment of legally taken protected wildlife either by the person who took the animal or some other individual.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative value(s).

These records may be destroyed after 5 years because the office has expressed that they will no longer be referenced after that time.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(50)

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 10165

3

TITLE: Personal weapon authorizations

DATES: 1991-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

The lead firearm instructor creates these records on an annual basis at the time when all law enforcement officers in the division qualify to possess and use their duty weapon. The forms document what officer is qualified to use what particular weapon, which may be used on-duty or off-duty. Information includes make, model, caliber, and serial number of weapon; assigned identification number, issue date, and approval signature for any leather issued for the weapon; date and approval signature for qualification of officer with weapon; and dates for which authorization is valid (a 14 month period). The original copy of this form is held by the Lead Firearm Instructor, one copy is placed in the officer's personnel file, and another copy is given to the officer to carry.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until authorization is renewed and then destroy.

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

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 10165

TITLE: Personal weapon authorizations

(continued)

APPRAISAL:

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

This disposition is based on the administrative needs of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 4382

3

TITLE: Reward authorizations

DATES: 1976-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These authorizations are created by wildlife enforcement officers when they are given information or assistance by private citizens concerning illegal wildlife activities. Details of such reports can sometimes help to convict the defendant and a citizen may be financially rewarded for his or her assistance as a result. These records document a citizen's assistance and an officer's recommendation for a reward. Information includes name and signature of informant, date, whether or not witness is willing to testify or wishes to remain anonymous, names of defendants and corresponding case numbers, amount of reward recommended by officer, comments, officer's signature and badge number, amount recommended by regional officer, regional officer's signature and badge number, Salt Lake Office's final approval or disapproval, amount, reward purchase order number, and signature of Salt Lake officer.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

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

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

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 4382

TITLE: Reward authorizations

(continued)

APPRAISAL:

These records have administrative value(s).

These records may be destroyed after 2 years because the office has expressed that they will no longer be referenced after that time.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (9).

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 4380

3

TITLE: Statewide citations

DATES: 1923-

ARRANGEMENT: Numerical by citation number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Five-part citation forms. Information includes date and place of violation, name of individual(s) involved, and a list of any equipment seized.

These records are created by law enforcement officers of the Division of Wildlife Resources under the authority of UCA 23-20-17 (1995) for the purpose of enforcing hunting and fishing laws and monitoring illegal activities involving wildlife by unauthorized citizens. The citations are used for litigation support, criminal prosecution, recording seizure of property, and justification for license revocations.

There are five copies of this form. The one copy goes to the defendant, one to the officer (record series #4578), one to the state Bureau of Criminal Investigation (BCI), one to the court, and the record copy, on which the final disposition is recorded by the court, goes to this office.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2002

FORMAT MANAGEMENT:

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

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 4380

TITLE: Statewide citations

(continued)

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs of the agency. Previous decision: 10 years and destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 4391

3

TITLE: Statewide warning citations

DATES: 1970-

ARRANGEMENT: Numerical by citation number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Warning citations. Information includes offender's identifying data, date, nature of violation, and officer's name and signature.

These citations are created by wildlife law enforcement officers under the authority of UCA 32-2-1.5 (1995) to enforce the state's hunting and fishing laws. The citations are issued as warnings and relate to minor infractions, such as failure to wear proper hunting colors, hunting without proper adult supervision, and so forth. They may be used however to deny license privileges to repeat offenders.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2002

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs of the agency. Previous decision: 10 years and destroy.

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 4391

TITLE: Statewide warning citations

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 4415

3

TITLE: Statewide wildlife disposal receipts

DATES: 1920-

ARRANGEMENT: Numerical by permit number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These receipts are issued by the Wildlife Resources Division when an animal has to be destroyed. They allow the animal to be donated or sold to someone instead of discarded as provided for in UCA 23-20-6 (1990); UCA 23-20-8 (1990); and UCA 23-20-9 (1990). There are four copies of this receipt. One goes to the recipient, one to the officer (record series #5245), one to the regional office (record series #5236), and one to the Salt Lake office (this record series). The Salt Lake office keeps a separate file for their regional copies in order to maintain administrative efficiency. Information includes identification of individual and identification and count of wildlife species.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until information is entered into database and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative value(s).

These records may be destroyed after 5 years because the office has expressed that the records will no longer be referenced after this time.

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 4415

TITLE: Statewide wildlife disposal receipts

(continued)

PRIMARY DESIGNATION:

Private