

Retention and Classification Report

Agency: Department of Natural Resources.\$bDivision of Wildlife Resources.\$bBureau of Law Enforcement (1771)
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Records Officer: _____

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AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 25999

3

TITLE: Administrative checkpoint authorizations

DATES: 1992-2009.

ARRANGEMENT: Alphabetical by region and thereunder chronological by date.

DESCRIPTION:

The Division of Wildlife, bureau of law enforcement establishes and operates administrative traffic checkpoints. In order to operate these checkpoints the Division must submit plans describing the date, time, and duration, of the checkpoint, as well as all other details like the sequence of traffic to be stopped, the purpose of the checkpoint, and information about the officers who will operate the check point. Plans are approved and signed by a judicial magistrate. These files include checkpoint plans as well as court authorizations.

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 5 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 10576

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: 10571

3

TITLE: Equipment cards

DATES: 1992-2009.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

Equipment seizure cards.

These records identify the equipment (traps, firearms, etc.) by citation number, record who wrote the ticket, and document whether or not the case was taken to court. If the equipment is returned it is so noted, as well as the date it was returned, on the card. These records are kept by all regional offices when equipment is seized. The originals and the Salt Lake region's copies are all managed in the Salt Lake office.

Identification of equipment seized by officers because of state Wildlife code violations.

RETENTION:

Retain for 20 year(s)

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 20 years and then destroy.

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

Computer data files: Retain in Office for 20 years and then delete.

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 10571

TITLE: Equipment cards

(continued)

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. Previous decision: 10 years and erase.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 4381

3

TITLE: Field contact files

DATES: 1960-2009.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are created by Wildlife Resources law enforcement officers to record citizens' hunting and fishing activities. They are used to monitor the amount of hunting and fishing during a given time period and can therefore be used to discover hunting and fishing trends. They also act as an officer's work report. Information includes the number of people contacted, the number of hours they have spent hunting and fishing, and whether or not they were successful.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

The records can be destroyed after 3 years at which time they will no longer be used for trend analyses.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 83528

3

TITLE: Hunter education training facility construction projects files

DATES: 1978-1983.

ARRANGEMENT: chronological

DESCRIPTION:

This is a file that contains a copy of construction project and information on training facilities and firing ranges owned by the State of Utah. The files include correspondence, plans, justification, cost estimates, operating policy, photos, grand opening promotional ads and invitations to the grand openings. Other copies of final construction plans are kept in Facilities Construction and Management.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This retention is based on 50 CFR 21.12

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: 83523

3

TITLE: Hunter safety program/KUED

DATES: 1966-1977.

ARRANGEMENT: chronological

DESCRIPTION:

This file contains the format and scripts of a hunter education program aired on KUED. There were 16 segments and they were aired twice a year. The final test was taken at a time and place designated by Wildlife Resources. The file includes promotional advertising, correspondence and scripts for each segment.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years or until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 9627

3

TITLE: Internal affairs case files

DATES: 1990-2009.

ARRANGEMENT: None

DESCRIPTION:

These files are created when a complaint is made by a public citizen against an employee of the Division of Wildlife Resources. This action results in an internal affairs investigation which is documented in these files. The records include whistle-blowing, fraud, and criminal complaints. The files contain anonymous letters, complaints, criticisms, suggestions, and agency responses.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the needs of the agency.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (7-8) (1991)

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 8544

3

TITLE: Investigative reports

DATES: 1973-2009.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

Investigative reports, continuation reports, progress reports, and closing reports.

Wildlife law enforcement officers are required to make a report on violations as authorized under UCA 23-20-1 (1995) whenever any portion of the Wildlife Code is violated. Wildlife Resources may revoke but not deny a license to an individual, therefore some reports are used long-term after prosecution to revoke the licenses of individual who habitually violate the Wildlife Code.

Most reports, however, have a short-term value.

Additional information may includes whether or not civil action was taken, a license was required, or a reward was recommended, and the final disposition of the case.

RETENTION:

Retain for 10 year(s) after case is closed

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:

Paper: Retain in Office for 10 years after active cases have been pulled and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the records' use for investigative follow-up. Previous decision: 60 years and destroy.

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 8544

TITLE: Investigative reports

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (7-8) (1991)

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: 4578

3

TITLE: Officers' citations

DATES: 1923-2009.

ARRANGEMENT: Alphabetical by officer's name, thereunder numerical by citation number

DESCRIPTION:

These records are created by law enforcement officers of the Division of Wildlife Resources under the authority of UCA 23-20-17 (1990) for the purpose of enforcing hunting and fishing laws and monitoring illegal activities involving wildlife by unauthorized citizens. Any violation of the Wildlife Code is a class A or class B misdemeanor as stated in UCA 23-20-(3-4) (1990) and UCA 23-13-11 (1990) respectively. The citations are used for litigation support, criminal prosecution, recording seizure of property, and justification for license revocations. Information includes date and place of violation, name of individual(s) involved, and a list of equipment seized. The citations consist of five copies. The pink copy goes to the individual, the gold copy (this record series) goes to the officer, the yellow copy goes to the regional office (record series #4551), the white copy goes to the court, and the green copy (record copy), on which the final disposition is recorded by the court, goes to this (the Salt Lake) office (record series #4380). Since the Salt Lake office is also a region office they maintain their own yellow copies in a separate file for better administrative efficiency.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

These records may be destroyed when they are no longer of use to the officer because the record copy is kept elsewhere.

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 4578

TITLE: Officers' citations

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 5249

3

TITLE: Officers' permits to ship protected wildlife

DATES: 1920-2009.

ARRANGEMENT: 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. There are four copies of this permit. One copy goes to the individual, one to the officer (this record series), one to the Salt Lake office (record series #4404), and one to the regional office (record series #5248). The Salt Lake office files their regional copies separately for administrative efficiency.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

These records may be destroyed when the officer no longer has need of them.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 5246

3

TITLE: Officers' warning citations

DATES: 1970-2009.

ARRANGEMENT: Alphabetical by officer's surname, thereunder numerical by citation number

DESCRIPTION:

These citations are created by wildlife law enforcement officers under the authority of UCA 32-2-1.5 (1990) 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. Information includes offender's identifying data, date, nature of violation, and officer's name and signature. There are four copies of this citation. One copy goes to the individual, one to the officer (this record series), one to the regional office (record series #5235), and one to the Salt Lake office (record series #4391). The Salt Lake office maintains a separate file for their regional copies.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

These citations may be destroyed when the officer no longer has any use for them.

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 5246

TITLE: Officers' warning citations

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 5245

3

TITLE: Officers' wildlife disposal receipts

DATES: 1920-2009.

ARRANGEMENT: Numerical by permit number

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 (this record series), one to the regional office (record series #5236), and one to the Salt Lake office (record series #4415). 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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

These records may be destroyed when the officer no longer has any use for them.

PRIMARY DESIGNATION:

Private

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: 4551

3

TITLE: Regional citations

DATES: 1923-1995.

ARRANGEMENT: Alphabetical by officer's name, thereunder numerical by citation number

DESCRIPTION:

These records are created by law enforcement officers of the Division of Wildlife Resources under the authority of UCA 23-20-17 (1990) for the purpose of enforcing hunting and fishing laws and monitoring illegal activities involving wildlife by unauthorized citizens. Any violation of the Wildlife Code is a class A or class B misdemeanor as stated in UCA 23-20-(3-4) (1990) and UCA 23-13-11 (1990) respectively. The citations are used for litigation support, criminal prosecution, recording seizure of property, and justification for license revocations. Information includes date and place of violation, name of individual(s) involved, and a list of equipment seized. The citations consist of five copies. The pink copy goes to the individual, the gold copy goes to the officer (record series #4578), the yellow copy goes to the region office (this record series), the white copy goes to the court, and the green copy (record copy), on which the final disposition is recorded by the court, goes to this (the Salt Lake) office (record series #4380). Since the Salt Lake office is also a region office they maintain their own yellow copies in a separate file for better administrative efficiency.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).

These citations can be destroyed after 10 years because cases are either closed or the record's usefulness for revocation or criminal prosecution has been exhausted.

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 4551

TITLE: Regional citations

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 5239

3

TITLE: Regional free fishing applications

DATES: 1970-1995.

ARRANGEMENT: Chronological

DESCRIPTION:

Three-part form consisting of application, affidavit, and authorization.

These applications are submitted by qualified individuals in the custody of the Utah State Training School, the State Hospital, youth detention centers, mental health centers, group homes, halfway houses, or industrial schools as explained in UCA 23-19-14 (1995).

One copy of the form goes to the individual, one to the regional office (this record series), and the original to the Salt Lake office (record series #4416).

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1995

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 5248

3

TITLE: Regional permits to ship protected wildlife

DATES: 1920-2009.

ARRANGEMENT: 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. There are four copies of this permit. One copy goes to the individual, one to the officer (record series #5249), one to the Salt Lake office (record series #4404), and one to the regional office (this record series). The Salt Lake office files their regional copies separately for administrative efficiency.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

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

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:

Private utah Code 63G-2-302

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 5229

3

TITLE: Regional private wildlife farm files

DATES: 1980-1992.

ARRANGEMENT: Alphabetical by licensee's surname

DESCRIPTION:

These records are created by the Division of Wildlife Resources to license citizens to legally keep game birds in captivity as provided by UCA 23-13-8 (1990). One copy of these records goes to the Salt Lake office (record series #4386), one to the regional office (this record series), one to the individual, and one to the division accounting office. Since the Salt Lake office is also a region office they maintain a separate file for their regional copies so they have more efficient access to them. The files consist of applications denoting species, quantity, source of birds, and purpose for keeping birds.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

These records may be destroyed after the expiration of the license, which is 5 years.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 4542

3

TITLE: Regional registration certificates for deer hunting for the legally blind

DATES: 1988-1995.

ARRANGEMENT: None

DESCRIPTION:

These certificates are created by the Wildlife Resources Division in order to authorize a person to hunt deer for a legally blind individual as provided under UCA 23-19-1 (1) (1992). They are valid for a period of one year. There are four copies of this certificate. One goes to the individual, one to fiscal management (record series #10472), one to the Salt Lake Law Enforcement office, (record series #4402), and one to the Regional office (this record series). Files include certificate, medical statement, and other personal data.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

These certificates can be destroyed after two years when they will no longer be needed to assist in annual renewals.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 5235

3

TITLE: Regional warning citations

DATES: 1970-2009.

ARRANGEMENT: Alphabetical by officer's surname, thereunder numerical by citation number

DESCRIPTION:

These citations are created by wildlife law enforcement officers under the authority of UCA 32-2-1.5 (1990) 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. Information includes offender's identifying data, date, nature of violation, and officer's name and signature. There are four copies of this citation. One copy goes to the individual, one to the officer (record series #5246), one to the regional office (this record series), and one to the Salt Lake office (record series #4391). The Salt Lake office maintains a separate file for their regional copies.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2002

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

These citations can be destroyed after 10 years because the office has expressed that they will no longer be useful after that time.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 5236

3

TITLE: Regional wildlife disposal receipts

DATES: 1920-2009.

ARRANGEMENT: Numerical by permit number

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 (this record series), and one to the Salt Lake office (record series #4415). 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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

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

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.

PRIMARY DESIGNATION:

Private

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: 4416

3

TITLE: Statewide free fishing applications

DATES: 1970-1995.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are created by the Wildlife Resources Division in order to authorize free fishing privileges for qualified individuals in the custody of the Utah State Training School, the State Hospital, youth detention centers, mental health centers, group homes, halfway houses, or industrial schools as explained in UCA 23-19-14 (1990). The file consists of a three-part form which serves as an application, affidavit, and authorization. One copy goes to the individual, one to the regional office (record series #5239), and one to the Salt Lake office (this record series). The Salt Lake office keeps a separate file for the regional copies.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

These records may be destroyed after 3 years since they will not be referenced after that time.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 4386

3

TITLE: Statewide private wildlife farm files

DATES: 1980-1992.

ARRANGEMENT: Alphabetical by licensee's surname

DESCRIPTION:

These records are created by the Division of Wildlife Resources to license citizens to legally keep game birds in captivity as provided by UCA 23-13-8 (1990). One copy of these records goes to the Salt Lake office (this record series), one to the regional office (record series #5229), one to the individual, and one to the division accounting office. Since the Salt Lake office is also a region office they maintain a separate file for their regional copies so they have more efficient access to them. The files consist of applications denoting species, quantity, source of birds, and purpose for keeping birds.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

These records may be destroyed after the expiration of the license, which is 5 years.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 4448

3

TITLE: Statewide registration certificates

DATES: 1970-2009.

ARRANGEMENT: Alphabetical by name of registrant

DESCRIPTION:

The certificates of registration (COR's) are documents which allow a registrant to participate in activities not specifically covered by a license, permit, or tag issued under title 23 or any proclamation of the Wildlife Board or Board of Big Game Control [See UCA 23-19-1 (1990)]. There are five copies of this certificate. One copy goes to the registrant, one to the division's accounting office, one to the division section affected, one to the regional file (record series #4547), and one to the Salt Lake office (this record series). Files include applications for certificates of registration and certificates of registration.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).

These certificates can be destroyed after 10 years. The office has indicated that they will no longer be referenced after that time.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 4402

3

TITLE: Statewide registration certificates for deer hunting for the legally blind

DATES: 1988-1995.

ARRANGEMENT: None

DESCRIPTION:

These certificates are created by the Wildlife Resources Division in order to authorize a person to hunt deer for a legally blind individual as provided under UCA 23-19-1 (1) (1990). They are valid for a period of one year. There are four copies of this certificate. One goes to the individual, one to the Fiscal Management office (record series #10472), one to the Salt Lake Law Enforcement office (this record series), and one to the Regional office (record series #4542). Files include certificate, medical statement, and other personal data.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

These certificates can be destroyed after two years when they will no longer be needed to assist in annual renewals.

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: 5524

3

TITLE: Statewide warrant card files

DATES: 1980-1992.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files are used by Wildlife Resources' Law Enforcement Office to track the serving of warrants by their officers as authorized under UCA 23-20-1.5 (1990). The warrants are served to individuals who fail to appear in court for violations of the Wildlife Code. Information includes individual's name, age, date of birth, police record (if applicable), and citation number. There are three copies of this form. The white copy accompanies the warrant, the yellow copy goes to the regional office, and this canary (card stock copy) goes to the Northern Region Office in Ogden and serves as the record copy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 year after warrant is served and then erase.

Paper: Retain in Office for 1 year after warrant has been served and then destroy.

APPRAISAL:

These records have administrative value(s).

The disposition is based on needs expressed by this office.

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

AGENCY: Department of Natural Resources. Division Law Enforcement

SERIES: 10577

3

TITLE: Violation/information reports

DATES: 1974-1993.

ARRANGEMENT: Geographical by region

TOTAL VOLUME: 12.00 cubic feet.

DESCRIPTION:

These records are created as a result of citizens calling the Help Stop Poaching Hotline. The individual receiving the call obtains as much information from the caller as possible while filling out these reports in order to assist in the investigation procedure. Other information is added afterward including case number, citation number, nature of complaint, location of complaint, individuals involved, and case status.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2002

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the records' use in investigations concerning habitual poaching.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(9)