

## Retention and Classification Report

**Agency:** Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management (1772)  
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**Records Officer:** \_\_\_\_\_

10459	Apportionment records
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24424	Employee travel reimbursements
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**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

**SERIES:** 10459

3

**TITLE:** Apportionment records

**DATES:** 1992-

**ARRANGEMENT:** Alphanumeric by card file number

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records are created by the agency's federal aid accounting technician in order to keep track of the apportionment and expenditure of federal grant money. Information includes amounts of federal apportionments and names and dates of projects.

**RETENTION:**

Retain for 5 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 5 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

Aperture cards: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

This disposition is based on administrative need as expressed by this office.

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

**SERIES:** 10459

**TITLE:** Apportionment records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

**SERIES:** 10471

3

**TITLE:** Disabled hunting registration certificates

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

The Wildlife Resources Division creates these records to authorize individuals to take protected wildlife from a vehicle if they are paraplegic or otherwise permanently disabled as provided under UCA 23-20-12 (1992). The certificates are valid for one year. Documents are created electronically and stored in a data base. Files include application, agent copy of Dura image paper, and any attached documentation.

**RETENTION:**

Retain for 3 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1993

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 3 years after license expires and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This disposition is based on administrative need as expressed by the agency.

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

**SERIES:** 10471

**TITLE:** Disabled hunting registration certificates

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

**SERIES:** 24424

3

**TITLE:** Employee travel reimbursements

**DATES:** 1998-

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

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

**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 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

**SERIES:** 24424

**TITLE:** Employee travel reimbursements

(continued)

**SECONDARY DESIGNATION(S):**

Private. Social Security numbers, employee home addresses.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2019.

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

**SERIES:** 10463

3

**TITLE:** Free fisher license for qualified applicants

**DATES:** 1992-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These records are created by the Division of Wildlife Resources for the purpose of licensing eligible citizens to fish as authorized under UCA 23-19-36 (1992). Information includes application, physician's statement, nature of disability, residential information, physical description, and other personal data.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1993

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

This disposition is based on administrative need as expressed by the agency.

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

**SERIES:** 10460

3

**TITLE:** Hunting and fishing license sales certifications

**DATES:** 1992-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records are created by this office to certify the number of citizens licensed to hunt and fish in the state so the information may be used to determine the amount of annual federal aid apportionment. Information includes amount of apportionment and number of individuals licensed to hunt or fish each year.

**RETENTION:**

Retain for 5 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 5 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

**APPRAISAL:**

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

This disposition is based on administrative need as expressed by the agency.

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

**SERIES:** 10460

**TITLE:** Hunting and fishing license sales certifications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

**SERIES:** 24440 3

**TITLE:** Interagency transactions

**DATES:** 1998-

**ARRANGEMENT:** Numerical by agency number; thereunder, numerical by interagency transaction number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Records that document receipt of cash or transfers between state agencies in the state accounting system, and other relevant information. Includes cash receipts (CR), inter-agency transactions (IAT), and revenue (IN) transactions.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

**SERIES:** 10461

3

**TITLE:** Lifetime combination hunting and fishing license applications

**DATES:** 1984-

**ARRANGEMENT:** Numerical by lifetime license number

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records are created by the Division of Wildlife Resources in order to document and monitor the application and licensing of citizens applying for a lifetime license. The records are also used to keep the computer files current in order that each lifetime license holder receives an up-to-date and accurate combination hunting and fishing license each year. Information includes application, changes of address, changes in physical description, and related correspondence.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Computer data files: Retain in Office until death of licensee and then delete.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the agency's need to use the data for statistical purposes.

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

**SERIES:** 10461

**TITLE:** Lifetime combination hunting and fishing license applications

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

**SERIES:** 24441

3

**TITLE:** Motorpool and warehouse billings

**DATES:** 1998-

**ARRANGEMENT:** Chronological by accounting period

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

Records that document receipt of cash or transfers between state agencies in the state accounting system, and other relevant information. Includes cash receipts (CR), inter-agency transactions (IAT), and revenue (IN) transactions.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

**SERIES:** 10470

3

**TITLE:** Nonresident hunting and fishing license requests

**DATES:** 1992-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These records are created by the Division of Wildlife Resources to license or grant permits to nonresidents by mail to allow them to hunt or fish in Utah. Information includes personal data and fees charged. Licenses are valid for periods varying from one day to the entire season.

**RETENTION:**

Retain for 3 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1993

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on administrative need as expressed by the agency.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

**SERIES:** 24423

1

**TITLE:** Payment vouchers

**DATES:** 1998-

**ARRANGEMENT:** Numerical by voucher number

**ANNUAL ACCUMULATION:** 22.00 cubic feet.

**DESCRIPTION:**

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Social Security numbers, home addresses.



**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

**SERIES:** 10462

3

**TITLE:** Project documentation files

**DATES:** 1992-

**ARRANGEMENT:** Alphanumerical by project

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records are created by the Division of Wildlife Resources to document the receipt and use of federal grants from the United States Fish and Wildlife Service. Information includes beginning and ending dates for each project, the amounts of funds apportioned for the project, and the accomplishments of the project.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

Maps: Retain in Office permanently.

Photographs: Retain in Office permanently.

**APPRAISAL:**

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

This disposition is based on the record's research value in tracking the expense of federal funds in the activities of the state's Division of Wildlife Resources.

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

**SERIES:** 10462

**TITLE:** Project documentation files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

**SERIES:** 24425

3

**TITLE:** Purchase orders

**DATES:** 1998-

**ARRANGEMENT:** Numerical by purchase order number

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These purchase orders document accounts payable information and serve as backup documentation for the payment vouchers (see record series 24423). They are processed through the state accounting system and document the expenditure of cash and the appropriate supporting information. May include payment invoices, purchasing records, and travel reimbursements. Information includes vendor name, number and contact information; purchase order number; dates ordered and received; quantity, description/stock number, unit price, amount and total amount; cost codes and approving signature.

**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 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

**SERIES:** 24425

**TITLE:** Purchase orders

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Bureau of Fiscal Management

**SERIES:** 24439

1

**TITLE:** Purchase requisitions

**DATES:** 1998-

**ARRANGEMENT:** Numerical by requisition number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Orders used to document the purchase transaction and to notify the agency of purchase approval. Includes purchase requisition forms, signed purchase orders and any other pertinent data dealing with items that were put out on bid.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years 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 Wildlife Resources. Bureau of Fiscal Management

**SERIES:** 10464

3

**TITLE:** Rejected license agent applications

**DATES:** 1992-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records are created by the Division of Wildlife Resources to document the rejection of certain individuals to be license agents for the division. Information includes business and financial data as well as comments and recommendation of agency.

**RETENTION:**

Retain for 3 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 3 years and then destroy.

**APPRAISAL:**

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

This disposition is based on administrative need as expressed by the agency.

**PRIMARY DESIGNATION:**

Private