Retention and Classification Report

Agency: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section (1775)
1594 West North Temple
P.O. Box 146301
Salt Lake City, UT 84114-6301
801-538-4700

Records Officer: _____

23219	Administrative office general correspondence
14655	Bobcat, cougar, and bear harvest and mortality data
14797	Cougar/Bear incident files
23240	Division of wildlife criminal cases
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AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 23219 3
TITLE: Administrative office general correspondence
DATES: 1995-
ARRANGEMENT: chronological by date
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are letters from the general public that either complain about or praise the Division's activities. When the Division receives these letters a response is composed and sent to the writer. The original letter and a copy of the the Division's response are then filed together. Addresses and phone numbers are often included on the letters.

RETENTION:

Permanent. Retain for 2 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: 01/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 24 months and then transfer to State Archives with authority to weed.

APPRAISAL:

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

This disposition is based on the administrative and historical value of the letters.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 23219
TITLE: Administrative office general correspondence

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14655 3
TITLE: Bobcat, cougar, and bear harvest and mortality data
DATES: 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These forms are filled out by hunters who were successful in drawing permits for bear, cougar, or bobcat. . and which allow the agency to keep track of collection of harvest and mortality data. They document the taking of bears, cougars, or bobcats by hunters and supply data to help the division monitor wildlife activity and status. Information includes area hunted, date of kill, location of kill, sex, method of take, guide's name, hunter's name, hunter's address, license number, permit number, plastic seal number, whom checked by, and date. Some summary data is contained in a yearly report produced by the division.

RETENTION:

Permanent. Retain for 13 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: 10/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 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.

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

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14655
TITLE: Bobcat, cougar, and bear harvest and mortality data

(continued)

APPRAISAL:

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

This disposition is based on the records value in researching data on Utah's wildlife and statistical information on the hunting of cougar, bear, and bobcat.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(25) (2008)

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14797 1
TITLE: Cougar/Bear incident files
DATES: 1991-
ARRANGEMENT:
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Cougar/Bear Incident Forms. Information includes type of incident, date, number of cougar or bear involved, who reported the incident, number of individuals present, location, surrounding land use, surrounding cover, action taken, who completed the report, and a detailed narrative of the incident. These records are created by the division to identify potential cougar/bear interactions with humans in order to ensure public safety by reporting wilderness incidents as well as appearances of predatory wildlife in urban areas.
These are records of predatory wildlife incidents with people which include sightings, encounters, and attacks.

RETENTION:

Permanent. Retain for 20 year(s)

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 Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the use of the records for statistical studies about human/wildlife encounters and studies of trends and animal behavior.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14797
TITLE: Cougar/Bear incident files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2)(d) (2008)

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 23240 3
TITLE: Division of wildlife criminal cases
DATES: 1990-
ARRANGEMENT: chronological by date
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are criminal cases brought against the Division of Wildlife and/or other parties. They date back to 1990.

RETENTION:

Permanent. Retain for 3 year(s) after case is closed

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

This retention is based on the legal and historical needs of the Division of Wildlife Resources. These cases document the interaction of the Division of Wildlife Resources with the public and illustrate the development of certain "best practices."

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14452 3
TITLE: Falconry files
DATES: 1975-
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION: 0.60 cubic feet.
DESCRIPTION:

These files may include Falconry License Application/Renewal/Annual Report; transfer, escape, and death of birds; birds hunted; where hunted; change of address; Falconry Facilities Housing Facilities Inspection; U.S.Government Wildlife form (Migratory Bird Acquisition and Disposition Report); Raptor Capture Permit; Nonresident Raptor Capture Permit Application; species of bird(s) held; and permit holder's personal data. These records are used to manage the licensing and activities of falconers as authorized under UCA 23-17-7 (1994) and explained under UAC R657-20 (1994).

RETENTION:

Retain for 40 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

APPRAISAL:

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

This disposition is based on the adminstrative needs of the agency and also has lgal value for proving the licensing of falconers authorized under UCA 23-17-7 (1994) and explained under UAC R657-20 (1994).

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14452
TITLE: Falconry files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305 (2008) Falconry test questions.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14793 3
TITLE: Federal aid files
DATES: 1975-2026.
ARRANGEMENT: By subject
DESCRIPTION:

Copies of budget estimates and justification prepared or consolidated in formally organized budget offices. Included are appropriation language sheets, narrative statements, workload/expansion plans and related schedules and data.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

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

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.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14793
TITLE: Federal aid files

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14776 3
TITLE: General native species records
DATES: 1975-
ARRANGEMENT: Taxonomically by class, thereunder from primitive to most advanced species.
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

These records contain data pertaining to species and other taxa which are native to the state of Utah. State and federal wildlife and land management agencies, universities, and contractors collect information which is used to determine species status and management needs. Information includes distribution locations, maps, radio telemetry information, productivity information, monitoring guidelines, management plans, biological survey information, life history information, and habitat requirements.

RETENTION:

Permanent. Retain for 40 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: 10/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 30 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 historical value of the records for study and research regarding general native species and the activities of the agencies involved in preserving these species. These records also have administrative and legal value. UCA 23 (1999) is the state statute and 50 CFR (1999) is the federal law governing the Division of Wildlife Resources.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14776
TITLE: General native species records

(continued)

PRIMARY DESIGNATION:

Public	63G-2-301 (2008). Information not deemed to threaten species if released.

SECONDARY DESIGNATION(S):

Protected.	63G-2-305(26) (2008) Special studies and time-bound projects, Radio telemetry frequencies, specific locations of nests, dens, or individuals within an area smaller than 247 acres (100 ha).

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14743 3
TITLE: Hunting or pursuit questionnaires
DATES: 1975-
ARRANGEMENT: Chronological by year
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files consist of questionnaires mailed out to hunters and returned to the Division of Wildlife Resources and may include Fall Bear Questionnaire, Utah Cougar Questionnaire, Cougar-Bear Pursuit Questionnaire, and cover letters. Information may include resident status, bear or cougar unit, pursuit information, days hunted, bears/cougars treed/cornered/observed, bears/cougars killed, hunting method, years hunted, opinions, hound hunter information, archery-bait hunter information, comments, statistics, chart, and map. These records are used to obtain harvest data for Utah's cougar and bear population.

RETENTION:

Permanent. Retain for 13 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: 10/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 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, and/or historical value(s).

This disposition is based on the historical value of the records in documenting bear and cougar pursuit and hunting in Utah.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14743
TITLE: Hunting or pursuit questionnaires

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14794 1
TITLE: Livestock damage files
DATES: 1990-
ARRANGEMENT: Chronological by fiscal year
DESCRIPTION:

Compensation for Cougar and Bear Damage Information Sheet and Livestock Damage - Proof of Loss Form. Information includes livestock owner's personal data; investigation date; land ownership data; type of depredating animal; livestock damaged; property location; damage action; signatures of livestock owner, investigating officer, and Utah Department of Agriculture representative; recommended payment, and approval signature. These files are created by the division to determine compensation authorized under UCA 23-24-1 (1994) for damage done to livestock defined as "calves, sheep, or lambs" by "bear or mountain lion". The agency sends the record copy to the State Division of Finance.
These records document the implementation of UCA 23-24-1 (1994) asdescribed in UAC R657-24 (1994).

RETENTION:

Retain for 8 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 copy: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office for 8 years and then delete.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the needs of the agency to retain the records for audit and litigation purposes.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14794
TITLE: Livestock damage files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14453 1
TITLE: Mailing lists
DATES: 1975-2013.
ARRANGEMENT: Alphabetical by surname
DESCRIPTION:

This list includes approximately 13,000 names and addresses of recipients of the "Nongame Bulletin". This list is used to keep track of individuals who wish to receive a copy of the bulletin and is compiled by the section secretary who enters the name and address. The list is printed out on labels twice a year for mailing in zip code order.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated or until administrative needs ends and then delete.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2)(d) (2008)

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14813 3
TITLE: Personnel files
DATES: 1975-1986.
ARRANGEMENT: Alphabetical by surname
DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. File should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.
These records are created by the agency to monitor performance and document the hiring of employees.
These records are copies of the official personnel files.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Performance plans and evaluations, GRS-1966.

AUTHORIZED: 06-01-2017

FORMAT MANAGEMENT:

Paper copy: Retain in Office until administrative need ends and then destroy provided new data is transferred to the official file.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14813
TITLE: Personnel files

(continued)

PRIMARY DESIGNATION:

Private	UCA 63G-2-302 (1)(e) (2008)

SECONDARY DESIGNATION(S):

Public.	UCA 63G-2-301 (1)(b) (2008)
Protected.	UCA 63G-2-305 (4) (2008)

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14705 3
TITLE: Sensitive species records
DATES: 1975-
ARRANGEMENT: Taxonomically by class, thereunder from primitive to most advanced species.
ANNUAL ACCUMULATION: 0.80 cubic feet.
DESCRIPTION:

This record series contains data pertaining to species listed in the Utah Sensitive Species List. State and federal wildlife and land management agencies, universities, and contractors collect the information which is used to determine species status and management needs. Information includes distribution locations, maps, radio telemetry information, productivity information, monitoring guidelines, management plans, biological survey information, life history information and habitat requirements.

RETENTION:

Permanent. Retain for 40 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: 10/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 30 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 historical value of the records for study and research regarding sensitive species and the activities of the agencies involved in preserving these species. These records also have administrative and legal value. UCA 23 (1999) is the state statute and 50 CFR (1999) is the federal law governing the Division of Wildlife Resources.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14705
TITLE: Sensitive species records

(continued)

PRIMARY DESIGNATION:

Public	UCA 63G-2-301(2008) Information not deemed to threaten species if released.

SECONDARY DESIGNATION(S):

Protected.	UCA 63G-2-305(26) (2008) Special studies and time-bound projects, radio telemetry frequencies, specific locations of nests, dens or individuals with an area smaller than 640 acres (259 ha).

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14704 1
TITLE: Threatened, endangered, and candidate species records
DATES: 1975-
ARRANGEMENT: Taxonomically by class, thereunder from primitive to most advanced species.
ANNUAL ACCUMULATION: 1.80 cubic feet.
DESCRIPTION:

This record series contains data pertaining to species that are federally listed or proposed as threatened, endangered, or candidate species. State and federal wildlife and land management agencies, universities, and contractors collect information which is used to determine species status and management needs. Information includes distribution locations, maps, radio telemetry information, productivity information, monitoring guidelines, management plans, biological survey information, life history information and habitat requirements.

RETENTION:

Permanent. Retain for 40 year(s)

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 Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

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

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

APPRAISAL:

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

This disposition is based on the historical value of the records for studies and research regarding threatened and endangered species and the activities of the agencies involved in preserving them.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Native Wildlife Section

SERIES: 14704
TITLE: Threatened, endangered, and candidate species records

(continued)

PRIMARY DESIGNATION:

Public	UCA 63G-2-301(2008) Information not deemed to threaten species if released.

SECONDARY DESIGNATION(S):

Protected.	UCA 63G-2-305(26) (2008). Special studies, time-bound projects, radio telemetry frequencies, nests, dens, or individual wildlife locations within an area smaller than 640 acres (259 ha).