Retention and Classification Report

Agency: Department of Natural Resources. Division of Wildlife Resources. Aquatics Section (1776)
1594 West North Temple
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Records Officer: _____

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24965	Colorado River fish management and research records
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AGENCY: Department of Natural Resources. Division of Wildlife Resources. Aquatics Section

SERIES: 24969 3
TITLE: Boreal Toad management and research records
DATES: ca. 1995-
ARRANGEMENT: Chronological by year, thereunder alphabetical by subject
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records document the agency's role in this multi-agency effort to assist in the recovery of this species under the Boreal Toad Conservation Agreement and Strategy, created jointly by the involved agencies. The Boreal Toad has been identified under the State Conservation Species Program as an aquatic species which is threatened but does not yet qualify for assistance and protection under the Federal Endangered Species Act (50 CFR 17). Agencies participating in this program are State Wildlife Resources, Federal Fish and Wildlife Service, Federal Bureau of Reclamation, Federal Bureau of Land Management, local conservation districts and the biology departments of some local universities. Agency responsibilities in this program include assessment of the current environmental survival situation for this species; monitoring of population growth, including reproduction; habitat enhancement; genetic research; and notable predators. Records include meeting summaries documenting interaction with other agencies and interested parties, research proposals and results, correspondence and work on specific areas within the project.

RETENTION:

Permanent. Retain for 32 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: 05/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 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.

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

SERIES: 24969
TITLE: Boreal Toad management and research records

(continued)

APPRAISAL:

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

This appraisal is based upon the value of these records to researchers.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (26)(2008).

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

SERIES: 24965 3
TITLE: Colorado River fish management and research records
DATES: ca. 1995-
ARRANGEMENT: Chronological by year, thereunder alphabetical by subject
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are records documenting the agency's participation in projects funded by the Upper Colorado River Recovery Implementation Program. The program works along the Colorado River system to enhance the preservation of habitat for and recovery of the Humpback Chub, Bonytail, Colorado Pikeminnow, and the Razorback Sucker. The Upper Colorado River Recovery Implementation Program is Denver based joint effort managed by the Federal Fish and Wildlife Service. Other participating agencies include the Federal Bureau of Reclamation, Federal Bureau of Land Management, the Utah Reclamation and Mitigation Conservation Commission, local water conservancy groups and the biology departments of some area universities. Program activities include monitoring the species, habitat enhancement, genetic research, stocking and hatchery propagation. Types of records included are summaries of meetings with other participating agencies, comments on draft documents from peer reviews, correspondence about meetings or field trips and work on specific projects within the program.

RETENTION:

Permanent. Retain for 32 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: 05/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 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.

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

SERIES: 24965
TITLE: Colorado River fish management and research records

(continued)

APPRAISAL:

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

This appraisal is based upon the value of this records series to researchers.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (26)(2008).

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

SERIES: 13870 3
TITLE: Cost accounting reports
DATES: 1985-2026.
ARRANGEMENT: Chronological
DESCRIPTION:

Reports maintained by receiving and reporting units, which document how much it costs an entity to provide a service and the fee they charge for that service.

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 7 years and then destroy.

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

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

SERIES: 24963 3
TITLE: Cutthroat Trout management and research records
DATES: ca. 1995-
ARRANGEMENT: Chronological by year, thereunder alphabetical by subject
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records document projects implemented for the recovery of Bonneville Cutthroat Trout in Utah. Species of Cutthroat Trout in Utah are Bonneville, Colorado and Bear Lake Cutthroat Trout. The Bonneville cutthroat trout has been identified under the State Conservation Species Program as an aquatic species which is threatened but does not yet qualify for assistance and protection under the Federal Endangered Species Act (50 CFR 17). The goal of the program is to provide assistance to selected aquatic species to enhance survival possibilities and preclude becoming an endangered species. This records series documents the current environmental survival situation for this species, as well as plans for recovery, interaction with other involved agencies and interested parties, research proposals and results, and monitoring projects. Monitoring projects document population growth, including reproduction; health of species population; genetic research; efforts at habitat enhancement; and notable predators, both natural and otherwise. Also includes correspondence and meeting summaries documenting interaction with other agencies and interested parties. Examples of agencies and interested parties are Wildlife Resources offices, universities and university professors, Federal Fish and Wildlife Service, Federal Bureau of Reclamation, Federal Bureau of Land Management, local conservation districts, special interest groups, major water users and private citizens.

RETENTION:

Permanent. Retain for 32 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: 05/2003

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

SERIES: 24963
TITLE: Cutthroat Trout management and research records

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 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, and/or historical value(s).

This appraisal is based upon the value of this records series to researchers.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (26)(2008).

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

SERIES: 22555 1
TITLE: Desert tortoise monitoring reports
DATES: 1980-
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains monitoring reports implemented to gather baseline population densities of desert tortoises. The reports contain information pertaining to study area, materials and methods, results, size class distribution and sex ratio, health observations, mortality, and growth rates.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

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).

These records are historically significant as they track an endangered species.

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

SERIES: 22555
TITLE: Desert tortoise monitoring reports

(continued)

PRIMARY DESIGNATION:

Public

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

SERIES: 13885 1
TITLE: Equipment instruction manuals
DATES: 1990-2015.
ARRANGEMENT: Alphabetical by equipment name
DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

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

SERIES: 13882 3
TITLE: Fish disease sample submission records
DATES: 1990-
ARRANGEMENT: Alphanumerical by case number
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Information includes diagnostic report which includes source information, sample information (fish species, number in sample, fish weight, age in months, etc.), mortality information, associated lab reports (water quality, collection data, diet, physical exam, parasitology, virology, hematology, histology, bacteriology, sensitivity), and related correspondence.
These records are created by Fish Health Specialists to monitor the health of the state's aquatic wildlife.
These files are medical records pertaining to disease samples submitted to the Fish Disease Diagnostic Lab.

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: 07/2001

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This disposition is based on the agency's expressed need to have the information for litigation support.

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

SERIES: 13882
TITLE: Fish disease sample submission records

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

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

SERIES: 24970 3
TITLE: Fish hatchery maintenance and construction records
DATES: ca. 2000-
ARRANGEMENT: Chronological by year, thereunder alphabetical by subject
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These records document the construction and maintenance of state-owned fish hatcheries. The hatcheries are operated by the Division for the production and distribution of fish to enhance sport fishing opportunities in the state. They are inspected to verify that industry standards are being adhered to, with particular attention paid to disease prevention and the exclusion of parasites. As per UCA 23-15-14, repairs and replacement of facilities and equipment at hatcheries are funded through the restricted account within the General Fund known as the State Fish Hatchery Maintenance Account. Included are contracts, change orders, correspondence, facility plans and specifications, meeting notes studies, environmental assessments, environmental impact statements, wetland delineations, cost estimates and invoice payment records.

RETENTION:

Permanent. Retain for 32 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: 05/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 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.

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

SERIES: 24970
TITLE: Fish hatchery maintenance and construction records

(continued)

APPRAISAL:

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

This appraisal is based upon the value of these records to researchers.

PRIMARY DESIGNATION:

Public

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

SERIES: 14639 3
TITLE: Fish hatchery reports
DATES: 1975-
ARRANGEMENT: Alphabetical by location
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records consist of production reports and correspondence. These reports are created by the division to monitor and document activities of the state hatcheries at Egan, Fountain Green, Glenwood, Kamas, Loa, Mammoth Creek (Panguitch), Mantua, Midway, Springville, and Whiterocks.

RETENTION:

Permanent. Retain for 5 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 5 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 data regarding fish production and division activity with regards to aquatic wildlife.

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

SERIES: 14639
TITLE: Fish hatchery reports

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

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

SERIES: 13884 3
TITLE: Fish health inspection records
DATES: 1987-
ARRANGEMENT: Alphanumerical by inspection number
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Information may include correspondence, inspection reports, and other material relating to fish health inspections.
These records are created by Fish Health Specialists to document the request and collection of samples and laboratory results performed as a result of suspected problems or sampling.
These records consist of laboratory studies and reports.

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: 07/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then destroy.

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

APPRAISAL:

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

This disposition is based on the agency's expressed need to retain these records for litigation support.

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

SERIES: 13884
TITLE: Fish health inspection records

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

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

SERIES: 13886 3
TITLE: Fish health survey records
DATES: 1990-
ARRANGEMENT: Alphanumerical by topic
DESCRIPTION:

These records are created by Fish Health Specialists and consist of scientific studies on specific projects relating to fish health in Utah. Information includes laboratory results, protocols, lab specimens, computer data and print-outs, survey results, and reports.

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: 07/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then destroy.

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

APPRAISAL:

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

This disposition is based on the administrative needs of the agency and its possible use for litigation support.

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

SERIES: 13886
TITLE: Fish health survey records

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008).

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

SERIES: 13877 3
TITLE: Fish stocking schedules and summaries
DATES: 1955-
ARRANGEMENT: Chronological, thereunder alphabetical by county or drainage area
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These records consist of schedules, summaries, reports, and feasibility studies indicating what type of fish are being stocked in Utah's waters. These records are created by Wildlife Resource Specialists and reflect the activities of the division in stocking state hatcheries.

RETENTION:

Permanent. Retain for 5 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 5 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 researching wildlife practices and identifying fish habitats in the state as well as supplying statistical data regarding fish in state waters.

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

SERIES: 13877
TITLE: Fish stocking schedules and summaries

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008).

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

SERIES: 21967 3
TITLE: General native species records
DATES: 1975-
ARRANGEMENT: taxonomically by category, thereunder alphabetical by 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: 09/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 35 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. Aquatics Section

SERIES: 21967
TITLE: General native species records

(continued)

PRIMARY DESIGNATION:

Protected	UCA 63G-2-305 (26) (2008). Special studies and time-bound projects, radio telemetry frequencies, specific adult and egg mass locality information within an area smaller than 247 acres.

SECONDARY DESIGNATION(S):

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

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

SERIES: 14768 1
TITLE: Histological and hematological reference materials
DATES: 1968-2015.
ARRANGEMENT: Alphabetical by name of stain
DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public 63G-2-301 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

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

SERIES: 24966 3
TITLE: June Sucker management and research records
DATES: ca. 1990-
ARRANGEMENT: Chronological by year, thereunder alphabetical by subject
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records document the agency's participation in projects funded by the June Sucker Recovery Implementation Program, a multi-agency effort dedicated to the recovery and restoration of the habitat for a species of fish that is federally listed as endangered under the Endangered Species Act (50 CFR 17). Agency responsibilities in this program include assessment of the current environmental survival situation for this species; monitoring of population growth, including reproduction; habitat enhancement; genetic research; and notable predators. Examples of participating agencies include State Wildlife Resources, Federal Fish and Wildlife Service, Federal Bureau of Reclamation, Federal Bureau of Land Management, local conservation districts and the biology departments of some local universities. Records include meeting summaries documenting interaction with other agencies, research proposals and results, correspondence and work on specific areas within the project.

RETENTION:

Permanent. Retain for 32 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: 05/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 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.

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

SERIES: 24966
TITLE: June Sucker management and research records

(continued)

APPRAISAL:

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

This appraisal is based upon the value of this records series to researchers.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (26)(2008).

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

SERIES: 14770 3
TITLE: Laboratory sample input logs
DATES: 1990-
ARRANGEMENT: Alphabetical by year and number sequence
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Includes type of request, source of sample, date, and sample number.
These records are created by the agency to record incoming samples in order to assure they are entered in the right category and that the requests are completed. Types of requests include inspections, surveys, diagnostic evaluations , and research.
These are intake logs for recording incoming laboratory samples.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2001

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).
This disposition is based on the administrative needs of the agency. It also factors in the historical value of the data gathered to future research.

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

SERIES: 14770
TITLE: Laboratory sample input logs

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

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

SERIES: 24967 3
TITLE: Least Chub management and research records
DATES: ca. 1995-
ARRANGEMENT: Chronological by year, thereunder alphabetical by subject.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records document the agency's role in this multi-agency effort to assist in the recovery of this species under the Least Chub Conservation Agreement and Strategy, created jointly by the involved agencies. The Least Chub has been identified under the State Conservation Species Program as an aquatic species which is threatened but does not yet qualify for assistance and protection under the Federal Endangered Species Act (50 CFR 17). Agencies participating in this program are State Wildlife Resources, Federal Fish and Wildlife Service, Federal Bureau of Reclamation, Federal Bureau of Land Management, local conservation districts and the biology departments of some local universities. Agency responsibilities in this program include assessment of the current environmental survival situation for this species; monitoring of population growth,including reproduction; habitat enhancement; genetic research; and notable predators. Records include meeting summaries documenting interaction with other agencies and interested parties, research proposals and results, correspondence and work on specific areas within the project.

RETENTION:

Permanent. Retain for 32 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: 05/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 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.

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

SERIES: 24967
TITLE: Least Chub management and research records

(continued)

APPRAISAL:

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

This appraisal is based on the value of these records to researchers.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (26)(2008).

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

SERIES: 14815 3
TITLE: Material safety data files
DATES: 1992-
ARRANGEMENT: Alphabetical by name of chemical
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Reference sheets on the safe use, storage, and disposal of chemicals.
These records consist of federal Material Safety Data Sheets (MSDS) and other items compiled by the division's laboratory technicians in order to meet Occupational Health and Safety Administration (OSHA) requirements (29 CFR 1910.450[a-b]). Information comes with each chemical purchased and the office compiles them to have on hand for emergencies and to satisfy federal standards. The information explains: how to treat chemicals, exposure dangers, and the correct manner of disposal. These files are federal forms and reference material collected by the agency.

RETENTION:

Retain for 30 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 30 years or until replaced or updated by manufacturer and then destroy.

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

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

SERIES: 14815
TITLE: Material safety data files

(continued)

APPRAISAL:

These records have legal value(s).
This disposition is based on 29 CFR 1910.20(b) (1992).

PRIMARY DESIGNATION:

Public	63G-2-301 (2008)

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

SERIES: 22587 1
TITLE: Publications
DATES: 1996-
ARRANGEMENT: Chronological.
DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administrative matters, fish, reptiles, amphibians, and all other activities of the Division of Wildlife Resources, Aquatics Section. Consists primarily of isolated publications not part of a more specific series.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

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

These publications are historically significant as they track the public programs and events sponsored by the agency.

PRIMARY DESIGNATION:

Public

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

SERIES: 24968 3
TITLE: Roundtail Chub, Bluehead Sucker and Flannelmouth Sucker conservation records
DATES: 2002-
ARRANGEMENT: Chronological by year, thereunder alphabetical by subject
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records document the agency's effort in the conservation of three species of fish. The State of Utah is the sponsor for this multi-agency program, which includes State Wildlife Resources, Federal Fish and Wildlife Service, Federal Bureau of Reclamation, Federal Bureau of Land Management and the biology departments of various local universities. Agency responsibilities include monitoring the species; research, including genetic research; and habitat enhancement. Records include drafts of the multi-agency conservation agreement and strategy for state-wide and range-wide plans, meeting summaries documenting interaction with other agencies, research proposals and results, correspondence and work on specific projects within the program.

RETENTION:

Permanent. Retain for 32 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: 05/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 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, and/or historical value(s).

This appraisal is based upon the value of these records to researchers.

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

SERIES: 24968
TITLE: Roundtail Chub, Bluehead Sucker and Flannelmouth Sucker conservation records

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (26)(2008).

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

SERIES: 24977 3
TITLE: San Juan River fish management and research records
DATES: ca. 1997-
ARRANGEMENT: Chronological by year, thereunder alphabetical by subject
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are records documenting the agency's participation in projects funded by the San Juan River Recovery Implementation Program. The program works along the San Juan River system to enhance the preservation of native aquatic species, with particular emphasis on habitats that have been broken up by dams constructed on the river. In Utah, much of the San Juan River flows through Native American tribal lands, requiring negotiations with tribal representatives for access to the river and performance of program activities. The San Juan River Recovery Implementation Program is a New Mexico based joint effort managed by the Federal Fish and Wildlife Service. Other participating agencies include the Federal Bureau of Reclamation, Federal Bureau of Land Management, the Utah Reclamation and Mitigation Conservation Commission, local water conservancy groups and the biology departments of some area universities. Program activities include monitoring the species, habitat enhancement, genetic research, stocking and hatchery propagation. Types of records included are summaries of meetings with the other participating agencies, comments on draft documents from peer reviews, correspondence about meetings or field trips, work on specific projects within the program and documentation of negotiations with Native American tribal representatives.

RETENTION:

Permanent. Retain for 32 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: 05/2003

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

SERIES: 24977
TITLE: San Juan River fish management and research records

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 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, and/or historical value(s).

This appraisal is based upon the value of these records to researchers.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (26)(2008).

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

SERIES: 21968 3
TITLE: Sensitive native species records
DATES: 1975-
ARRANGEMENT: Taxonomically by category, thereunder alphabetical by species.
ANNUAL ACCUMULATION: 0.50 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: 09/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 35 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. Aquatics Section

SERIES: 21968
TITLE: Sensitive native species records

(continued)

PRIMARY DESIGNATION:

Protected	UCA 63G-2-305 (26) (2008). Special studies and time-bound projects, radio telemetry frequencies, specific adult and egg mass locality information within an area smaller than 247 acres.

SECONDARY DESIGNATION(S):

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

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

SERIES: 22556 1
TITLE: Spotted frog reports
DATES: 1991-
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains reports about the spotted frog with information pertaining to distribution, conservation, habitat, translocation, population, study area, methods, and management recommendations.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

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

These records have historical value as they track reports of an endangered species.

PRIMARY DESIGNATION:

Public

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

SERIES: 21969 3
TITLE: Threatened, endangered, and candidate species records
DATES: 1975-
ARRANGEMENT: Taxonomically by category, thereunder alphabetical by species.
ANNUAL ACCUMULATION: 0.50 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 were specifically approved by the State Records Committee.

APPROVED: 09/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 35 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 threatened and endangered 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. Aquatics Section

SERIES: 21969
TITLE: Threatened, endangered, and candidate species records

(continued)

PRIMARY DESIGNATION:

Protected	UCA 63G-2-305 (26) (2008). Special studies and time-bound projects, radio telemetry frequencies, specific adult and egg mass locality information within an area smaller than 247 acres.

SECONDARY DESIGNATION(S):

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

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

SERIES: 14818 3
TITLE: Tissue collection identification files
DATES: 1967-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Lab reports. Information includes tissue type, possible problems, fixation types, stain type to use, person who collected histology (fish tissue), and initials.
These records are kept by the agency to document tests done on fish tissue in order to detect problems. Selected samples are sent to the lab and tests are requested for various reasons.
These are records of lab studies on fish.

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: 07/2001

FORMAT MANAGEMENT:

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

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

Artifacts: 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.

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

SERIES: 14818
TITLE: Tissue collection identification files

(continued)

PRIMARY DESIGNATION:

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

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

SERIES: 14654 3
TITLE: Uinta Mountains aerial photographs
DATES: 1956-
ARRANGEMENT: Alphabetical by drainage area
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These photographs are of the drainage areas of Ashley Creek, Dry Gulch, Lake Fork, Provo River (Soapstone Basin), Swift Creek, Weber River, Whiterocks (East Fork), Yellowstone (West Fork), Uinta River, Uinta River (Atwood Basin), and Uinta River (Gilbert Basin). These records document changes in the environment that would effect wildlife habitats.

RETENTION:

Permanent. Retain for 5 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:

Photographs: Retain in Office for 5 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 natural and environmental changes in Utah's wilderness areas.

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

SERIES: 14654
TITLE: Uinta Mountains aerial photographs

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

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

SERIES: 14640 3
TITLE: Uinta Mountains lakes surveys
DATES: 1956-
ARRANGEMENT: Alphabetical by river or creek name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records include surveys of the rivers, lakes, and drainage areas of Dry Gulch, Crow Canyon, Rock Creek, Swift Creek, Provo, Yellowstone, Uinta, Duchesne, Green, and Lake Fork, rivers, lakes, and drainage areas. These surveys are created by the Aquatic section of Wildlife Resources to monitor fish activity in the waters of the Uinta Mountains.

RETENTION:

Permanent. Retain for 20 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

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

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

SERIES: 14640
TITLE: Uinta Mountains lakes surveys

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

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

SERIES: 25309 3
TITLE: Urban wildlife research records
DATES: 1980-1989.
ARRANGEMENT: Alphabetical by project name.
TOTAL VOLUME: 6.00 cubic feet.
DESCRIPTION:

These records were collected by former Non-game Section Chief Randy Radant to research the creation, implementation and administration of agency programs related to urban planning. Programs include instructions for resident backyard habitat development to favor, or not favor, certain wildlife species, landscaping and xeriscaping, animal control and wildlife assistance, and the agency's involvement in developing Dimple Dell, City Creek Park and the walkway along the Jordan River wetlands. The records also contain information about urban planning programs in Maryland, New York, Oregon, Iowa, Washington and Idaho. Copies of information and education pamphlets created by the agency, non-profit organizations and various in-state and out-of-state governmental entities about related programs, related magazine and newspaper articles are included. These records were used in early planning of the Urban Fisheries Program and Project Wild in Utah, wherein the agency provides teaching materials to elementary schools about aquatic species native to Utah. Information includes names of agencies, names of programs, dates of program implementation, program details and agency contact information.

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: 04/2004

FORMAT MANAGEMENT:

Paper: Retain in Office for 14 years and then transfer to State Records Center. Retain in State Records Center for 26 years and

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

SERIES: 25309
TITLE: Urban wildlife research records

(continued)

then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

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

SERIES: 24972 3
TITLE: Virgin River fishes management and research records
DATES: ca. 1990-
ARRANGEMENT: Chronological by year, thereunder alphabetical by subject
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records document the agency's role in projects funded by the Virgin River Resource Management and Recovery Program, a multi-agency effort focused on the recovery and restoration of the habitat for species of fish that are federally listed as threatened or endangered, or listed with the state as a conservation species. Examples of species studied and assisted as a part of this program are the Virgin Spinedace, the Virgin River Chub, and the Woundfin. Other participating agencies are State Wildlife Resources, Federal Fish and Wildlife Service, Federal Bureau of Reclamation, Federal Bureau of Land Management, local conservation districts and the biology departments of some local universities. Agency responsibilities include monitoring projects documenting population growth, including reproduction; health of species population; genetic research; study of predators, natural and otherwise; and habitat enhancement. Records include meeting summaries documenting interaction with other agencies, research proposals and results, correspondence and work on specific areas within the project.

RETENTION:

Permanent. Retain for 32 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: 05/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 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.

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

SERIES: 24972
TITLE: Virgin River fishes management and research records

(continued)

APPRAISAL:

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

This appraisal is based upon the value of these records for research.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (26)(2008).

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

SERIES: 13878 3
TITLE: Virology documentation log
DATES: 1991-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Information includes identification of virus samples received, dates processed, test results, and completion dates.
This log is created by the Fisheries Biologist to track lab procedures until viral tests are completed.
These records are procedural logs of laboratory testing activities.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2001

FORMAT MANAGEMENT:

Paper: Retain in Office until station is closed and then destroy.

APPRAISAL:

These records have legal value(s).

This disposition is based on the agency's expressed need to have the information for litigation support.

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

SERIES: 13894 3
TITLE: Water body classification records
DATES: 1975-
ARRANGEMENT: Geographical by body of water type
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records document the evaluation of bodies of water regarding wildlife habitats, water quality, type of body (lake, stream, etc.), in order to monitor the ecosystem of the state's aquatic wildlife resources and habitats. Information includes lab results, reports, field studies, and evaluation criteria matricies. These records assist the agency in detecting trends, foreseeing problems, and determining where intervention is needed.

RETENTION:

Permanent. Retain for 20 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 19 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 research value of the information collected in this record series.

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

SERIES: 13894
TITLE: Water body classification records

(continued)

PRIMARY DESIGNATION:

Public