

Retention and Classification Report

Agency: Department of Natural Resources. Division of Wildlife Resources. Northern Region
(1779)
515 East 5300 South
Ogden, UT 84405

Records Officer: _____

05527 *Regional warrant card files

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Northern Region

SERIES: 5527

3

TITLE: Regional warrant card files

DATES: 1980-2014.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files are used by Wildlife Resources' Law Enforcement Office to track the serving of warrants by their officers as authorized under UCA 23-20-1.5 (1991). The warrants are served to individuals who fail to appear in court for violations of the Wildlife Code. There are three copies of this form. The white copy accompanies the warrant, the yellow copy goes to the regional office, and the canary (card stock copy) goes to the Northern Region Office in Ogden and serves as the record copy for the agency.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1992

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 1 year after warrant has been served and then delete.

APPRAISAL:

These records have administrative value(s).

The disposition is based on needs expressed by this office.

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (4) (1991)