

Retention and Classification Report

Agency: Utah Navajo Trust Fund (2622)

151 East 500 North
Blanding, UT 84511
801-678-1460

Records Officer: _____

27011	Activity reports
30734	Annual conferences records
27907	As-built drawings
27915	Asset records
27913	Audit reports
30735	Blue Mountain Apartments records
27903	Board of Trustees minutes
27909	Chapter census records
27912	Chapter maps
27899	Contracts and agreements
27902	Dineh Advisory Committee meeting minutes
30733	Four Corners Economic Community (4CEC) records
27898	General accounting records
27910	Grant files
27905	Legal history reports
27904	Management team meeting notes
27901	Navajo Revitalization Fund Board meeting minutes
27906	Oil and gas royalty files
27900	Project files
27908	Project-related disputation records
27914	Student scholarship files

AGENCY: Utah Navajo Trust Fund

SERIES: 27011

3

TITLE: Activity reports

DATES: 2008-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains reports documenting work productivity of employees. Includes key developments, pending decisions, upcoming events, as well as a highlight or key measurement illustrating employee or department productivity. May also include personnel issues.

RETENTION:

Retain for 1 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee and program productivity records, GRS-1698.

AUTHORIZED: 12-18-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until final action and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(25) (2022)

AGENCY: Utah Navajo Trust Fund

SERIES: 27011

TITLE: Activity reports

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(a),(d) (2022)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Utah Navajo Trust Fund

SERIES: 30734

3

TITLE: Annual conferences records

DATES: 1998-

ARRANGEMENT: Chronological.

DESCRIPTION:

Utah Navajo Trust Fund (UNTF) conducted Annual Conferences with rotating themes between the following topics: Health, Education, and Housing and Community Development. These conferences varied in size between conferences meant for 50 participants up to 350 participants and were held in various locales. These conferences were directly funded and administered by UNTF, and the main participants were UNTF staff, UNTF Dineh Committee members, Board Members, Chapter Officials, Navajo Council Delegates, and Chapter employees. Other interested participants that were not affiliated with Utah Navajos were welcome as well, but there were only a few in this category. The records mainly consist of binders containing information on the agenda, notes, contact information, presentation materials, and other handout materials from various professionals in the field on the yearly theme.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Conference sponsorship files, GRS-1700.

AUTHORIZED: 10-01-2001

FORMAT MANAGEMENT:

All Formats: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are historical because they contribute substantially to knowledge and understanding of the people and communities of our state.

AGENCY: Utah Navajo Trust Fund

SERIES: 30734

TITLE: Annual conferences records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah Navajo Trust Fund

SERIES: 27907

3

TITLE: As-built drawings

DATES: 1993-

ARRANGEMENT: Alphanumerical by project.

DESCRIPTION:

As-built drawings and blueprints are retained for each building project that was funded through the Navajo Trust Fund.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

All Formats: Retain in Office until final action and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Drawings reflects what was built historically and also reflect existing infrastructure. These records have ongoing research value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2018.

AGENCY: Utah Navajo Trust Fund

SERIES: 27915

3

TITLE: Asset records

DATES: 1993-

ARRANGEMENT: None.

DESCRIPTION:

These records document the physical assets of the entity. The series also contains lists recording 120 sewing machines owned by the trust and the Shumway Collection.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2018

FORMAT MANAGEMENT:

All Formats: Retain in Office until final action and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have fiscal, and/or historical value(s).
These records have ongoing research value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2018.

AGENCY: Utah Navajo Trust Fund

SERIES: 27913

3

TITLE: Audit reports

DATES: 1993-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are reports prepared by auditors who examined and verified financial and operational activities for the year. In addition to financial audits, program audits review whether projects funded were compliant with applicable laws and regulations.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

All Formats: Retain in Office until final action and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
These have ongoing research value which documents the projects and programs of the Navajo Trust Fund.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Utah Navajo Trust Fund

SERIES: 30735

3

TITLE: Blue Mountain Apartments records

DATES: 1993-

ARRANGEMENT: None.

DESCRIPTION:

These records document the management of the Blue Mountain Apartments, which the Trust manages in partnership with American Express. Records include initial company setup/startup documents, rental applications, rent payments and receipts, annual program audits and reports, annual financial audits and reports, Zions bank statements, and related records. Contracts and agreements are not included in this series; see series 27899: Contracts and agreements.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

All Formats: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are historical because they contribute substantially to knowledge and understanding of the people and communities of our state. These records retain their importance for documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies despite the passage of time.

AGENCY: Utah Navajo Trust Fund

SERIES: 30735

TITLE: Blue Mountain Apartments records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah Navajo Trust Fund

SERIES: 27903

3

TITLE: Board of Trustees minutes

DATES: 1992-

ARRANGEMENT: Chronological.

DESCRIPTION:

The Board of Trustees consists of the State Treasurer, State Finance Division director, and a governor's appointee. The board is the second and final level of approval for project proposals to be funded through the Utah Navajo Trust Fund. Each month the board meets to consider projects which were approved by the Dineh Committee. Board minute books include agenda, copies of proposals, monthly financial statements, and votes by board members.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

All Formats: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
These records document the decisions of the Board of Trustees.

AGENCY: Utah Navajo Trust Fund

SERIES: 27903

TITLE: Board of Trustees minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2018.

AGENCY: Utah Navajo Trust Fund

SERIES: 27909

3

TITLE: Chapter census records

DATES: 1993-

ARRANGEMENT: Alphabetical by subject matter.

DESCRIPTION:

These records are created to establish eligibility for benefits under the Navajo Trust Fund, which is available only to Navajos who reside in Utah. Records include verification of residence in one of the Utah Navajo chapters.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2018

FORMAT MANAGEMENT:

All Formats: Retain in Office until final action and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). The reservation is divided into chapters which function as geographical political units and manage their own records. These records have ongoing administrative and research value.

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(b)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2018.

AGENCY: Utah Navajo Trust Fund

SERIES: 27912

3

TITLE: Chapter maps

DATES: 1993-

ARRANGEMENT: Chronological.

DESCRIPTION:

Chapter maps have been created to identify the location of chapter boundaries, and the location of all homes within each chapter, which ensures their eligibility for Navajo Trust benefits. The maps are updated periodically. Separate maps have been created for each of the seven chapters.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cartographic records, GRS-1747.

AUTHORIZED: 11-27-2018

FORMAT MANAGEMENT:

All Formats: Retain in Office until final action and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2018.

AGENCY: Utah Navajo Trust Fund

SERIES: 27899

3

TITLE: Contracts and agreements

DATES: 1993-

ARRANGEMENT: Alphabetical by name of contracting party or topic.

DESCRIPTION:

These are contracts and agreements which the Navajo Trust Fund Board made with outside vendors for landscaping and apartment management. The most important contracts relate to the Blue Mountain Apartments which the Trust manages in partnership with American Express and the funds annual agreement with Division of Construction and Facility Management. Also included in this series are contracts for a cell tower lease, water use, land, and consulting.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2018

FORMAT MANAGEMENT:

All Formats: Retain in Office until final action and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
These are historical as they document the use of trust funds.

AGENCY: Utah Navajo Trust Fund
SERIES: 27899
TITLE: Contracts and agreements

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(6)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2018.

AGENCY: Utah Navajo Trust Fund

SERIES: 27902

3

TITLE: Dineh Advisory Committee meeting minutes

DATES: 1992-

ARRANGEMENT: Chronological.

DESCRIPTION:

The Dineh Committee includes at least one member from each chapter (Aneth, Navajo Mountain, Dennehotso, Oljato, Mexican Water, Red Mesa, and Teecnospos) as well as a member from the Blue Mountain Dineh Community (see Utah Code 51-10-206). This body provides an initial review of proposals for projects to be funded by the Navajo Trust Fund. Meeting minutes include project proposals, monthly financial reports, and a record of how each member of the committee voted on each project proposal.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

All Formats: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have document the decisions of the committee.

AGENCY: Utah Navajo Trust Fund

SERIES: 27902

TITLE: Dineh Advisory Committee meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2018.

AGENCY: Utah Navajo Trust Fund

SERIES: 30733

3

TITLE: Four Corners Economic Community (4CEC) records

DATES: 1999-

ARRANGEMENT: Alphabetical by type of record.

DESCRIPTION:

The Four Corners Economic Community (4CEC) was an organization that was created as part of President Clinton's Economic Empowerment Zone Program. 4CEC did not qualify as a "Zone" which receives more federal funding, but it did qualify as a "Community" where they received up to \$1 million a year for 10 years. Utah Navajo Trust Fund (UNTF) was instrumental in gathering data, participating in numerous meetings, preparing and submitting the funding application, creating a new board of directors, and assisting in the initial administration of the "Economic Community" fund. UNTF was the lead in setting up the articles of incorporation and bylaws, board membership, board meetings, minutes, and also to provide some matched funding from UNTF funds. The "4CECommunity" consisted of Navajo Utah communities/Chapters and Navajo communities along the northern edge of the State of Arizona. 4CEC provided grants and loans for various community development and economic development projects.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

All Formats: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

AGENCY: Utah Navajo Trust Fund

SERIES: 30733

TITLE: Four Corners Economic Community (4CEC) records

(continued)

APPRAISAL:

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

These records are historical because they provide evidence of significant policy formulation and business processes of the government.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Navajo Trust Fund

SERIES: 27898

3

TITLE: General accounting records

DATES: 1993-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document amounts paid for benefits from the Navajo Trust Fund. Funds are used for scholarships, housing, and other chapter projects.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2018

FORMAT MANAGEMENT:

All Formats: Retain in Office until final action and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
There is ongoing value in tracking the use of trust funds.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(b)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2018.

AGENCY: Utah Navajo Trust Fund

SERIES: 27910

3

TITLE: Grant files

DATES: 1993-

ARRANGEMENT: Alphabetically.

DESCRIPTION:

These are records of grants received from other entities. Grants have historically been received from the Navajo Nation: Capital Improvement Program, State of Utah; Olene Walker Housing Trust Fund, Utah Housing Corporation, federal government (USDA-Rural Development), Navajo Housing Authority (NAHASDA/Indian HUD), and the Daniels fund, a private foundation.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Community development block grant historical records, GRS-667.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

All Formats: Retain in Office until final action and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
These records have ongoing administrative and research value and they document the use of trust funds.

AGENCY: Utah Navajo Trust Fund

SERIES: 27910

TITLE: Grant files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(8)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2018.

AGENCY: Utah Navajo Trust Fund

SERIES: 27905

3

TITLE: Legal history reports

DATES: 1993-

ARRANGEMENT: Chronological by case.

DESCRIPTION:

Utah Code 51-10-204(1)(a)(2015) mandates that the Trust Fund Administrator read and become familiar with the "documents and decisions highlighting the history of the fund". These historical reports include sections of Utah Code and case law (Bigman v. Utah Navajo Development Council, Sakezzie I & II v. Utah Indian Affairs Commission, Utah v. Babitt, United States vs. Jim, Pelt vs. Utah) that have been compiled to guide the administration of the Navajo Trust. The Nelson report and the 1991 legislative audit are part of these historical reports.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2018

FORMAT MANAGEMENT:

All Formats: Retain in Office until final action and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have ongoing administrative and research value as they document the use of the trust fund.

AGENCY: Utah Navajo Trust Fund

SERIES: 27905

TITLE: Legal history reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2018.

AGENCY: Utah Navajo Trust Fund

SERIES: 27904

3

TITLE: Management team meeting notes

DATES: 2008-

ARRANGEMENT: Chronological.

DESCRIPTION:

A management team, consisting of the administrative director, the finance director, the Utah Navajo Royalties Holding Fund (UNRHF) administrator, and the governor's appointee, assumed responsibility for administering the Trust when the Navajo Trust discontinued funding new projects in 2008. This body does not approve any projects, but does track grants that were previously approved. The State created this interim organization to manage the fund until congress appoints a new trustee. The team's function is to protect the funds' assets. The team is continuing to approve new scholarships paid for by the royalties fund. Minutes are not officially approved, but notes are kept that summarize the team's discussion, showing the decision-making process for use of trust funds.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Executive internal committee records, GRS-1726.

AUTHORIZED: 12-01-2015

FORMAT MANAGEMENT:

All Formats: Retain in Office until final action and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Minutes are not officially approved, but notes are kept that summarize the team's discussion, showing the decision-making process for use of trust funds.

AGENCY: Utah Navajo Trust Fund

SERIES: 27904

TITLE: Management team meeting notes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah Navajo Trust Fund

SERIES: 27901

3

TITLE: Navajo Revitalization Fund Board meeting minutes

DATES: 1998-

ARRANGEMENT: Chronological.

DESCRIPTION:

The Navajo Revitalization Fund (NRF) Board holds monthly meetings to determine which of the proposed projects should be approved.

The NRF board consists of five members: two county commissioners; a governor's appointee; a rotating member from one of the Utah Navajo chapters; and the chair of the Utah Navajo Commission.

Records include agenda, summary of discussion, and copies of the proposals under consideration, along with correspondence and other supporting documents. Minutes may be divided into sections for each project discussed, voted on, and include resolutions for approved proposals, invoices, copies of checks sent to pay for previously approved projects.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Executive internal committee records, GRS-1726.

AUTHORIZED: 12-01-2015

FORMAT MANAGEMENT:

All Formats: Retain in Office until final action and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are not the primary responsibility of the Utah Navajo Royalties Holding Fund, however they keep these records.

AGENCY: Utah Navajo Trust Fund

SERIES: 27901

TITLE: Navajo Revitalization Fund Board meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Utah Navajo Trust Fund

SERIES: 27906

3

TITLE: Oil and gas royalty files

DATES: 2006-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document royalties paid by oil and gas companies to pay royalties into the Navajo Trust fund. Approval of these royalties is granted by Minerals Management Service (MMS), the Navajo Nation, and the Bureau of Indian Affairs. The Navajo Nation gets the final report at the time moneys are transferred into the Navajo Trust Fund account. These reports are checked against numbers provided to the Utah Division of Oil, Gas, and Mining to ensure accuracy of royalty payments. These records include Trust Fund deposit information, details of royalty payments, and reconciliations.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2018

FORMAT MANAGEMENT:

All Formats: Retain in Office until final action and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). These records track the use of funds in the Navajo Trust Fund account including Trust Fund deposit information, details of royalty payments, and reconciliations.

AGENCY: Utah Navajo Trust Fund

SERIES: 27906

TITLE: Oil and gas royalty files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(8)(2022)

AGENCY: Utah Navajo Trust Fund

SERIES: 27900

3

TITLE: Project files

DATES: 1993-

ARRANGEMENT: Alphabetical by chapter, thereunder by project.

DESCRIPTION:

These records document all aspects of projects that are approved for funding through the Navajo Trust Fund and Navajo Royalties Fund. Included in the files are photographs, original proposals with supporting documents, archaeological reports, homesite leases (land titles), purchasing documentation, receipts for expenditures, budgets, advertisements, specifications, final inspections, contracts, information about utilities, funding partners, and related records.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2018

FORMAT MANAGEMENT:

All Formats: Retain in Office until final action and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
These records track the use of trust funds. The Trust has funded fifteen major projects and hundreds of small housing projects.

AGENCY: Utah Navajo Trust Fund

SERIES: 27900

TITLE: Project files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2018.

AGENCY: Utah Navajo Trust Fund

SERIES: 27908

3

TITLE: Project-related disputation records

DATES: 2006-

ARRANGEMENT: Alphabetical by chapter, thereunder by project.

DESCRIPTION:

These files contain information about issues or complications that arise in the administration of projects funded by the trust funds. Information includes land disputes, project adjustments, correspondence, and conflict resolution between clients and contractors.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2018

FORMAT MANAGEMENT:

All Formats: Retain in Office until final action and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have historical value as they track the use of trust funds.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(6)(2017)

AGENCY: Utah Navajo Trust Fund

SERIES: 27908

TITLE: Project-related disputation records

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(n)(2022)

AGENCY: Utah Navajo Trust Fund

SERIES: 27914

3

TITLE: Student scholarship files

DATES: 1993-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

This series contains records that are used to administer student scholarships. Files contain the initial application for funding as well as a consent form providing the Utah Navajo Royalties Holding Fund (UNRHF) and/or Utah Navajo Trust Fund (UNTF) permission to access student financial aid information through the Office of Navajo Nation Scholarship and Financial Assistance (ONNSFA). The files also include a copy of student transcripts, census information confirming the applicants' eligibility, and supporting documentation.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2018

FORMAT MANAGEMENT:

All Formats: Retain in Office until final action and then transfer to State Archives.

APPRAISAL:

These records have administrative value(s).

These records track the use of trust funds. They have ongoing administrative and research value.

AGENCY: Utah Navajo Trust Fund

SERIES: 27914

TITLE: Student scholarship files

(continued)

PRIMARY DESIGNATION:

Exempt CFR 99 FERPA

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(n)(2022)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2018.