

## Retention and Classification Report

**Agency:** School and Institutional Trust Lands Administration (2833)

102 South 200 East, #600  
Salt Lake City, UT 84111  
801-538-5114

**Records Officer:** \_\_\_\_\_

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**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 27572

3

**TITLE:** Accounting records

**DATES:** 1996-

**ARRANGEMENT:** Alphabetical by vendor name. Numerical by journal entry.

**ANNUAL ACCUMULATION:** 25.00 cubic feet.

**DESCRIPTION:**

This series contains financial records processed through the state accounting system that document the expenditure and receipt of cash. Information includes payment invoices, purchasing records, travel reimbursements, lease payment revenue cards, journal entry, and the supporting related accounting records.

**RETENTION:**

Retain for 7 year(s) after final action

**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 2 years and then destroy.

Computer data files: Retain in Office for 7 years after final action and then delete.

**APPRAISAL:**

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

These records are used administratively to process financial records that document agency accounts payable, accounts receivable, and journal entries.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 27572

**TITLE:** Accounting records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2019.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30359

3

**TITLE:** Agricultural, commercial, and residential special use lease agreements

**DATES:** 1994-

**ARRANGEMENT:** Alphanumerical by lease number.

**DESCRIPTION:**

These files contain documents associated with both expired and canceled agricultural, commercial, and residential special use lease agreements on lands administered by the Trust Lands Administration in accordance with Utah Code 53C-4-201. The files may contain final and fully executed contracts, amendments, reviews, assignments, correspondence (including e-mail), application materials, director's actions, maps and/or drawings, photos, videos, accounting materials (receipts, copies of checks, etc.), bonding and insurance materials, environmental documentation, certified mail receipts and signature cards, cancellation notices, and other materials associated with leases.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Land use lease agreements, GRS-16587.

**AUTHORIZED:** 09-26-2022

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s). These records retain their importance for documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies despite the passage of

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30359

**TITLE:** Agricultural, commercial, and residential special use lease agreements

(continued)

time.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2022.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 22701

3

**TITLE:** Annual reports

**DATES:** 1994-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This series contains reports of activities from the previous year with information pertaining to the director's message, agency activities, land sales, archaeology, development, hunting, fishing, land management and finances. Also included in the report is a map showing trust lands located throughout the state. Duplicate copy is supplied by the State Library.

**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:**

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

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

**APPRAISAL:**

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

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 22701

**TITLE:** Annual reports

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 24125

3

**TITLE:** Audit records

**DATES:** ca. 1980-

**ARRANGEMENT:** Alphabetical by company name.

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These records are collected by the agency's Audit group for the purpose of conducting audits of companies paying royalties to the School and Trust Lands Administration. The audits ensure that the agency receives the correct amount of royalties. Included are production information, sale information, correspondence, audit schedules and reports, and contracts for the sale of commodities. Examples of commodities are oil, gas, coal and gold.

**RETENTION:**

Retain for 10 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audit work papers, GRS-1728.

**AUTHORIZED:** 10-24-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years after file is closed and then destroy.

Computer data files: Retain in Office for 10 years after file is closed and then delete.

**APPRAISAL:**

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

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 24125

**TITLE:** Audit records

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(1);(2)(a); (4);and (33)(2008).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2019.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 29720

3

**TITLE:** Board meeting records

**DATES:** 1994-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These records document the meetings of the board, and include meeting minutes and any related materials. Minutes from 1896-1994 are found in series #1973: Meeting minutes (State Land Board). Records from 1896-1958 include Director's Actions.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

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:**

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Records document the decision-making of the executive body.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 29720

**TITLE:** Board meeting records

(continued)

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(d)(2018)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2018.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30447

3

**TITLE:** Bond records

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by company name.

**DESCRIPTION:**

These are bonds in the form of a performance bond, surety bond, certificate of deposit, letter of credit, negotiable certificates of deposit, cashier's check, or receipt of cash provided by the operator as set forth in Utah Administrative Codes R850-21-800, R850-22-800, R850-23-800, and R850-24-600. The bond is used to ensure that the operator complies with all lease obligations. Information provided with bond includes the bond number, surety, well location, bond amount, power of attorney, and the date and terms of the bond.

**RETENTION:**

Retain for 1 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 01/2023

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 1 year after final action and then delete.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Bond remains active until all reclamation has been completed and finalized across all applicable leases, or any leases retained under the initial bond are assigned to the new lessee.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30447

**TITLE:** Bond records

(continued)

**PRIMARY DESIGNATION:**

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

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 5851

3

**TITLE:** Burtners Dam listing of piles

**DATES:** 1909.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 2051

3

**TITLE:** Carey land act application exhibits

**DATES:** 1914-1923.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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



**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30516

3

**TITLE:** Certificate of Sale account payoff cards

**DATES:** 1917-2004.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These cards document and track payoff of the Certificate of Sales. The cards include the payment history of the property, the name and address of the buyer, Certificate of Sale number, beneficiary fund, payment amount, payments dates, and when the final payment was made.

**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 Real property files, GRS-1403.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s).  
These records have historical value based on their evidence of government property ownership.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30516

**TITLE:** Certificate of Sale account payoff cards

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 2072

3

**TITLE:** Claims register

**DATES:** 1942-1948.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 1981

3

**TITLE:** Coal land reports

**DATES:** 1917-1929.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 11761

3

**TITLE:** Colorado River basin dispute index cards

**DATES:** ca. 1930.

**ARRANGEMENT:** None

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 11926

3

**TITLE:** Colorado river basin transcripts

**DATES:** 1928-1931.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These records are transcripts of testimony in a dispute between the federal government and the state of Utah before the Supreme Court over the navigability (and thereby deed ownership and the possibility of federal oil leases) of the Grand, Green, San Juan, and Colorado rivers. Records also include various briefs and a copy of a newspaper article announcing the court's judgment in favor of the state.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

These records document the position of the State of Utah in a legal case heard by the United States Supreme Court. Disposition is based on both the historic value of these records in detailing water and land issues in 20th century Utah, as well as the legal importance of these records in defining the state of Utah's rights vis-a-vie the federal government.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 16402

3

**TITLE:** Contract of sale account cards

**DATES:** 1930-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are cards which document and track payments for land sold by the division. The cards include the payment history of the property, the name and address of the buyer, the county, account number, dates payments were made, and when the final payment was made.

**RETENTION:**

Permanent. Retain for 7 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:** 09/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

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

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal value(s). This retention is based on agency and reference needs to document the land transactions of the state.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 16402

**TITLE:** Contract of sale account cards

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 7208

3

**TITLE:** Contract of sale and abstract pouches case files

**DATES:** 1930-

**ARRANGEMENT:** Alphanumerical by name and case number

**DESCRIPTION:**

Contract of sale files and abstract pouches are files developed on farm loans made from the Permanent School Fund. The files include documents and correspondence regarding the application, payment schedules, the failure to make payments, foreclosure on the property given as security for the loan, and subsequent resale of the property. These files are critical as a record of title to the land. They are made available to the title companies and attorneys in doing their research to establish chain of title. These files also contain sales documents and warranty deeds. These records are the only source for this information.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Real property files, GRS-1403.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then transfer to State Records Center. Retain in State Records Center for 75 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 7208

**TITLE:** Contract of sale and abstract pouches case files

(continued)

**APPRAISAL:**

These records have legal value(s).

This disposition is based on the legal value of these records in establishing title to the land. They are made available to title companies and attorneys in doing their research to establish chain of title. These records are the only source of this information.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2019.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 17694

3

**TITLE:** Correspondence

**DATES:** 1940-

**ARRANGEMENT:** Alphabetical by name of individual or agency

**DESCRIPTION:**

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements. Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 17694

**TITLE:** Correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 23769

3

**TITLE:** County school plats filing list book

**DATES:** 1896.

**ARRANGEMENT:** Alphabetical by county list.

**DESCRIPTION:**

This notebook, entitled "Sundry Lists," includes a list of county treasurers giving number, name, county, post office, date plat books sent, and received; a list of filing of plats of school lands in county treasurer's office giving number, county, county treasurer, post office, date sent, date acknowledged, date filed, and remarks; and a list of appraisers giving county, appraisers' names, address, correspondent, date qualified, and complete list sent.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting county school plats.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2017.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 29719

3

**TITLE:** Director's actions

**DATES:** 1994-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These records contain all of the director's actions. Until 1958, the board meeting minutes were included together with the director's actions. For director's actions from 1896-1958, see series #1973: Meeting minutes (State Land Board). For director's actions from 1958-1994, see series #29745: Director's actions (State Land Board).

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

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:**

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Records document decision-making body and executive decisions.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 29719

**TITLE:** Director's actions

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(d)(2018)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2018.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30357

3

**TITLE:** Easements and rights of way

**DATES:** 1994-

**ARRANGEMENT:** Alphanumerical by lease number.

**DESCRIPTION:**

These files contain documents associated with both active and canceled easements and rights of way on lands administered by the Trust Lands Administration in accordance with Utah Code 53C-4-203. The files may contain final and fully executed contracts, assignments, correspondence (including e-mail), application materials, director's actions, maps and/or drawings, photos, videos, accounting materials (receipts, copies of checks, etc.), bonding and insurance materials, environmental documentation, certified mail receipts and signature cards, cancellation notices, and other materials associated with the easements and rights of way.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Easement files, GRS-1016.

**AUTHORIZED:** 03-01-1988

**FORMAT MANAGEMENT:**

Paper: For records prior to and including 2022. Retain in Office until administrative value has been met 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 permanently.



**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30357

**TITLE:** Easements and rights of way

(continued)

**APPRAISAL:**

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

These records have historical value as they document property use and ownership.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 2951

3

**TITLE:** Edit distribution report

**DATES:** 1985-2003.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These bi-weekly reports are used to record financial transactions entered into the computer system. The computer generates the final distribution of funds paid for royalty agreements on state lands. This information is organized and distributed as COM (Computer-Output Microfiche) and as CPO (Computer print-out). The CPO includes the reports in legible form as well as in computer language so that the office can check for and correct errors in the system. This is done when the report is received. The CPO format has been produced since 1985. The COM format was first produced in 1990 and contains the report in legible form only. The record includes batch status report, batch number, effective date, and operator's name and number.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1990

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1985 through 1990. Retain in Office for 1 day or until administrative use ends and then destroy.

Computer output microfiche master: For records beginning in 1985 through 1995. Retain in State Records Center for 7 years and then destroy.

Computer output microfiche duplicate: For records beginning in 1985 through 1995. Retain in Office for 7 years and then destroy.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 2951

**TITLE:** Edit distribution report

(continued)

Paper: For records beginning in 1991 and continuing to the present. Retain in Office for 7 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These records may be destroyed after 7 years because the agency feels they will no longer need to reference them after that time.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2018.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 28781

3

**TITLE:** Executive correspondence

**DATES:** 1996-

**ARRANGEMENT:**

**DESCRIPTION:**

These records support the agency's function to generate revenue from Utah trust lands and grow the perpetual endowments for state educational institutions. Records document the executive decision-making of the agency director and include correspondence and related materials. Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.

**RETENTION:**

Permanent. Retain until separation

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until separation and then transfer to State Archives with authority to weed.

Paper: Retain in Office until separation and then transfer to State Archives with authority to weed.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 28781

**TITLE:** Executive correspondence

(continued)

**APPRAISAL:**

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

These records are historically valuable for research as documentation of the agency's development and direction.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(9)(2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2015.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 4014

3

**TITLE:** Fund account cards

**DATES:** 1963-1976.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These cards show account balances and transactions (deposits, withdrawals) on various accounts in various funds including the school fund, suspense fund, bond fund, general obligation fund, etc.

**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 83 months and then transfer to State Records Center. Retain in State Records Center for 1 month and then destroy.

**APPRAISAL:**

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

These records are used administratively to process financial records that document agency accounts payable, accounts receivable, and journal entries.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 4014

**TITLE:** Fund account cards

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2023.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 29776

3

**TITLE:** GRAMA requests and appeals

**DATES:** 1994-

**ARRANGEMENT:**

**DESCRIPTION:**

These are records requests as provided under the Government Records Access and Management Act (GRAMA) (Utah Code 63G-2-204(2011)). Included with the GRAMA requests are any notices of denial, appeals or any other records related to the request.

**RETENTION:**

Retain for 2 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

**AUTHORIZED:** 06-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after final action and then destroy.

Computer data files: Retain in Office for 2 years after final action and then delete.

**APPRAISAL:**

These records have administrative value(s).



**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 29776

**TITLE:** GRAMA requests and appeals

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(1)(g,i,l) and (2)(c-e) (2019) Utah Code 63G-2-303 (2019)

Protected. Utah Code 63G-2-305(1-2,4,6-12,16-18,22,24-27,31-34,36-37,42,51,5 6) and (23)(b) (2019)

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 85114

3

**TITLE:** Grazing permits

**DATES:** 1896-

**ARRANGEMENT:** Alphanumeric by lease number.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are permits for grazing of domestic stock by private farmers and ranchers. Records contain documents associated with expired, canceled, and terminated grazing permit records on lands administrated by the Trust Lands Administration in accordance with Utah Code 53C-4-201. The files may contain final and fully executed contracts, amendments, assignments, correspondence (including e-mail), application materials, director's actions, maps and/or drawings, photos, videos, accounting materials (receipts, copies of checks, etc.), bonding and insurance materials, environmental documentation, certified mail receipts and signature cards, cancellation notices, and other materials associated with grazing permits.

**RETENTION:**

Permanent. Retain for 10 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:** 08/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 85114

**TITLE:** Grazing permits

(continued)

**APPRAISAL:**

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

These records retain their importance for documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies despite the passage of time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30466

3

**TITLE:** Historical maps

**DATES:** 1896-

**ARRANGEMENT:** Alphanumerical by location.

**DESCRIPTION:**

Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information that has been created by the agency or its agents. They may include maps, charts, aerial photographs, and relief maps.

**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 Cartographic records, GRS-1747.

**AUTHORIZED:** 11-27-2018

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office permanently.

**APPRAISAL:**

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

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

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30466

**TITLE:** Historical maps

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(2,3,6-9,12,22,26,27,31) (2022)

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30358

3

**TITLE:** Industrial and telecom special use lease agreements

**DATES:** 1994-

**ARRANGEMENT:** Alphanumerical by lease number.

**DESCRIPTION:**

These files contain documents associated with both active and canceled industrial and telecom special use lease agreements on lands administered by the Trust Lands Administration in accordance with Utah Code 53C-4-201. The files may contain final and fully executed contracts, amendments, reviews, assignments, correspondence (including e-mail), application materials, director's actions, maps and/or drawings, photos, videos, accounting materials (receipts, copies of checks, etc.), bonding and insurance materials, environmental documentation, certified mail receipts and signature cards, cancellation notices, and other materials associated with leases.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Land use lease agreements, GRS-16587.

**AUTHORIZED:** 09-26-2022

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1994 through 2021. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30358

**TITLE:** Industrial and telecom special use lease agreements

(continued)

**APPRAISAL:**

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

These records retain their importance for documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies despite the passage of time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30009

3

**TITLE:** Land Development project planning records

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical by project name.

**DESCRIPTION:**

The Development Group manages approximately 1% of the lands managed by the Trust, in accordance with Utah Code 53C-1-302 (2011). These 100 tracts have higher potential surface values to the trust beneficiaries. The Development Group applies real estate development, land planning, land conservation, and legal and finance disciplines in its management of these special properties, as detailed in Utah Administrative Code R850-140 (2020). The Development Group works with the private sector, governmental groups and other interested parties on the tracts of land they manage.

The records in this series document the planning stage of the development process, prior to the development transaction. The full development process includes a planning stage, then one (or more) development transactions and supporting transactions. These records document the planning stage.

Records and information may include project planning records, copies of surveys, contracts, applications, financial documents, copies of maps and photos, purchasing transactions, RFPs (requests for proposal), and related correspondence. Records are organized by project, where a project is defined as a tract of land which will be developed as a unit throughout the development process.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Appraisal project records, GRS-700.



**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30009

**TITLE:** Land Development project planning records

(continued)

**AUTHORIZED:** 05-17-2018

**FORMAT MANAGEMENT:**

Paper copy: For records beginning in 1960 through 2022. Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(2,8,9) (2020)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2020.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 17733

3

**TITLE:** Land Law Review Commission files

**DATES:** 1984-1988.

**ARRANGEMENT:** None

**DESCRIPTION:**

These records document the work and findings of the Utah Land Law Review Commission. This Commission was assigned to do a comprehensive review of the state land laws, with the purpose of reviewing the responsibilities of the Division of State Lands and Forestry and the laws which govern their land management policies. The goals of the Commission were to identify and resolve major resource management issues, to review and revise Title 24 (Forestry and Fire Control) and Title 65 (State Lands) of the Utah Code, to define clearly the roles of the State Lands and Forestry Board and Division of State Lands and Forestry, and to provide sound management direction for the state lands and resources under the authority of the Board of State Lands and Forestry. These records include meeting minutes, audio tapes, committee files, progress reports, working files for legislative bills, proposed legislation, and a final report.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Proposed legislation records, GRS-1690.

**AUTHORIZED:** 12-01-1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These records shed light on factors that led to the formation of this agency and its separation from the Division of Forestry, Fire, and State Lands (Utah Code 65A-1-4 and Utah Code 53C-1-201).

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 17733

**TITLE:** Land Law Review Commission files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30061

3

**TITLE:** Land ownership plat records

**DATES:** 1855-2020.

**ARRANGEMENT:** Numerical by quadrant, thereunder by township, thereunder by range.

**DESCRIPTION:**

These records display various agency state land data on plat pages by township, range, meridian, and section (i.e., the Public Land Survey System). The records are historic for research purposes. Records include 1) beneficiary plat books, 2) local survey acreage map plats, 3) mineral plat books, 4) school card plat books, 5) school section plat pages, 6) surface plat books, and 7) survey acreage plat books.

1) The Beneficiary plats (or fund books) display the funding for the Agency's owned state lands for surface and mineral rights. The parcels are color-coded by the beneficiary fund.

2) The Local Survey Map plats display subdivision surveys approved by the Agency 's Land Board. These are different than the U.S. surveys. The Bureau of Land Management (BLM) does not have record of the subdivided state land surveys. The surface plats (see number 6 below) refer to these maps in the remark column.

3) The Mineral plats display the mineral land ownership. There may be more than one mineral page per township/range by commodity (e.g., Oil and Gas plat page) if certain minerals were reserved by conveyor. An index land beneficiary fund is included on the pages. In addition, there is a simultaneous mineral lease posting page for leases issued and later dated when canceled or expired.

4) The School Card plats display the school sections only (2, 16, 32, 36), and what action was taken on the lands, whether conveyed to the State of Utah or used as base lands. Hand-written notes indicate acreage conveyed, base land acreage, and balance acreage outstanding. Additional notes for research purposes are included.

5) The School Section pages display individual school sections (2, 16, 32, 36) with ownership destination information.

6) The Surface plats show additional data other than surface land ownership. The Certificate of Sales and Patent Numbers display the lands sold by the State. Column notes list appraisement on the lands offered for sale and/or sold. Local survey maps listed applies to the township/range. School sections, if used as base lands, are noted on the plat.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30061

**TITLE:** Land ownership plat records

(continued)

7) The Survey Acreage plats, completed by the U.S., display accurate acreage and survey information. The survey plats may contain hand-written notes.

**RETENTION:**

Retain permanently

**DISPOSITION:**

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:**

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfiche duplicate: Retain in Office permanently and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

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

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

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30061

**TITLE:** Land ownership plat records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30356

3

**TITLE:** Land sale records

**DATES:** 1896-

**ARRANGEMENT:** Alphanumerical by document sale date.

**DESCRIPTION:**

These records represent the implementation of Sections 6, 8, 10, and 12 of the Utah Enabling Act, Articles X and XX of the Utah Constitution, and Subsections 53C-1-302(1)(a)(ii) and 53C-4-101(1) of the Utah Code, which authorize the director to prescribe the terms and conditions for the sale, exchange, and other disposition or conveyance of trust lands, including procedures for determining fair market value of those lands. Records include historical entry logbooks of Offered Lands for Sale Register Books organized by County and Sale Register Books listed by Certificate of Sales.

**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 Real property files, GRS-1403.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met 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 permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These records are historical because they retain their importance for documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30356

**TITLE:** Land sale records

(continued)

despite the passage of time. They also contribute substantially to knowledge and understanding of the people and communities of our state.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(8,9) (2022)



**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 14342

3

**TITLE:** Land transcripts

**DATES:** 1907-

**ARRANGEMENT:** Alphabetical by land category, thereunder by county

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records contain transcripts that document the acquisition of lands by the state of Utah for its use in various state activities. Each transcript has information concerning an individual parcel of land from the Approved Land list and documents the county where the land is located. Information includes county, land list number, total acres, intended use, date of selection, description of tracts, and land; section, township, and range.

**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:** 09/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the continued use of the land transcripts by the Lieutenant Governor's office.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 14342

**TITLE:** Land transcripts

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30213

3

**TITLE:** Lease Applications register

**DATES:** 1896-2004.

**ARRANGEMENT:** Numerical by book number, thereunder numerical by application number.

**DESCRIPTION:**

These records consist of various agency historic lease and land transaction log records related to state lands used in land title research. Records include lands selected to lease for surface and subsurface.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met and then transfer to State Archives.

**APPRAISAL:**

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

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30213

**TITLE:** Lease Applications register

(continued)

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305 (2021)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2021.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 24617

3

**TITLE:** Litigation and legal case files

**DATES:** 1994-

**ARRANGEMENT:** Alphanumerical by matter name and year.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records comprise litigation case files for all civil actions involving the Agency which can range from land ownership to lease disputes. Litigation documents include but are not limited to pleadings, legal research, correspondence, witness statements, maps, appraisals, environmental assessments, photos, and attorney notes.

The digital format is the record copy.

First amendment to this schedule: June 2021

Second amendment: May 2022

**RETENTION:**

Permanent. Retain for 50 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:** 02/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives.

Computer data files: Retain in Office permanently.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 24617

**TITLE:** Litigation and legal case files

(continued)

**APPRAISAL:**

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

These records are historical because the agency is the official record keeper of land ownership, sale, purchase, exchange, transfer, or use for all lands conveyed to the state of Utah by the federal government at statehood. This land ownership and usage provides evidence of effects of governmental programs and actions on individuals, communities, and the environment.

**RETENTION JUSTIFICATION:**

SITLA has extended administrative need for these records, and still refers back to previous case files after many years. SITLA has identified this retention as representative of their needs. -RMW

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(6),(8), and (17) (2021)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2022.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 6541

3

**TITLE:** Mineral lease and material permit files

**DATES:** 1919-

**ARRANGEMENT:** Alphanumerical by lease number

**DESCRIPTION:**

These files contain documents associated with both active and canceled mineral leases, which includes oil & gas, hard minerals, and material permits on lands administered by the Trust Lands Administration in accordance with Utah Code 53C-2-4. The files may contain final and fully executed contracts, assignments, royalty reports, correspondence (including e-mail), application materials, director's minutes, maps and/or drawings, photos, videos, accounting materials (receipts, copies of checks, etc.), bonding and insurance materials, overriding royalty spreadsheets, environmental documentation, certified mail receipts and signature cards, cancellation notices, and other materials associated with mineral leases.

These files may also contain records such as drafts of documents that have been reviewed by representatives of the proposed lessee, communication with attorneys representing the Trust Lands Administration, records revealing the location of mineral resources, commercial and financial information that could cause a competitive disadvantage or commercially injure the potential lessee, archaeological reports, geological information, and environmental documentation.

**RETENTION:**

Permanent. Retain for 10 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:** 08/1996

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1919 and continuing to the present. Retain in Office until administrative value has been met

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 6541

**TITLE:** Mineral lease and material permit files

(continued)

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.

Microfilm duplicate: For records beginning in 1919 through 1984. Retain in State Archives permanently.

Microfilm master: For records beginning in 1919 through 1984. Retain in State Archives permanently.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s). This disposition is based upon the records' documentation of the leasing of state land for mineral purposes. They also document what areas have been mined, explored, drilled, and/or leased and when, which is helpful to future leasing and historical research.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(4),(18),(22),(35)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2019.



**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 26445

3

**TITLE:** Mineral royalty reports

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by company or individual name.

**ANNUAL ACCUMULATION:** 3.50 cubic feet.

**DESCRIPTION:**

These records contain documents submitted by lease holder operators reporting royalty production for any other minerals obtained on the agency leased lands. Royalties must be reported as stated in Utah Administrative Code R850-5-300.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Land use lease agreements, GRS-16587.

**AUTHORIZED:** 09-26-2022

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met 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 permanently.

**APPRAISAL:**

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

These records are used administratively to record financial royalty production from land leasing. These records have historical value as they document the mineral leasing activities of the School and Institutional Trust Land Administration.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 26445

**TITLE:** Mineral royalty reports

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(2,27) (2022)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2023.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 17728

3

**TITLE:** MX missile project records

**DATES:** 1979-1981.

**ARRANGEMENT:** No discernible arrangement present.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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 historical value(s).

The reports in this series have historical value as documentation of the information that was available to policy makers in state government in regards to the proposed MX missile system.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30193

3

**TITLE:** Oil & gas, mining, and renewable energy unit agreement records

**DATES:** 1939-

**ARRANGEMENT:** Alphabetical by Unit Agreement name.

**DESCRIPTION:**

The oil and gas, mining, and renewable energy groups at SITLA may manage specific types of leases known as unit agreements, communitization agreements, and pooling agreements. These agreements provide for the exploration and/or development of the leased lands and specified substances. Interest owners (lessees) commit to these agreements, and each agreement has a designated authorized owner. Pooling, and communitization or unitization of leases, are described further in Utah Administrative Codes R850-21-500(3), R850-22-500(5), R850-24-175(12), and R850-27-300(6).

Records and information may include unit agreements, unit operating agreements, communitization agreements, pooling agreements, maps, well determinations, confidential plans of development, photos, and related correspondence.

**RETENTION:**

Permanent. Retain for 10 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:** 10/2021

**FORMAT MANAGEMENT:**

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives.

Computer data files: Retain in Office permanently.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30193

**TITLE:** Oil & gas, mining, and renewable energy unit agreement records

(continued)

**APPRAISAL:**

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

These records retain their importance for documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies despite the passage of time. Disposition is based upon the records' documentation of the leasing of state land for mineral purposes; they also document what areas have been mined, explored, drilled, and/or leased and when, which is helpful to future leasing and historical research.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(6),(7),(8),(9),(10b,e)(12),(18),(22),(26),(27 ),(31)  
(2021)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2022.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 10085

3

**TITLE:** Oil and gas royalty reports

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by company name.

**ANNUAL ACCUMULATION:** 2.50 cubic feet.

**DESCRIPTION:**

These records document royalties received by the School and Institutional Trust Lands Administration. These royalties are paid to the Administration by oil companies who have contracts to drill on trust lands. Information includes the amount of royalties received from each oil company. Royalties must be reported as stated in Utah Administrative Code R850-5-300.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Land use lease agreements, GRS-16587.

**AUTHORIZED:** 09-26-2022

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met 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 permanently.

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s). This retention is based on the value of these records in tracking the activities of the oil and gas royalty production of the School and Institutional Trust Lands Administration.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 10085

**TITLE:** Oil and gas royalty reports

(continued)

**PRIMARY DESIGNATION:**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2023.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 24126

3

**TITLE:** Personnel files

**DATES:** 1973-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by name

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

Employee records containing personal information about employees of the School and Institutional Trust Lands Administration. Information includes social security, tax withholding forms, employment eligibility, veteran's eligibility, driver's license number, etc. The records are used for determination of pay, work assignments, performance review. The records also document activities of the employee after hire.

**RETENTION:**

Permanent. Retain for 65 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:** 07/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 63 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).



**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 24126

**TITLE:** Personnel files

(continued)

**PRIMARY DESIGNATION:**

Private

UCA 63G-2-302(1)(f); (2)(a)(2008)

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30446

3

**TITLE:** Predesignated contracts

**DATES:** 1994-

**ARRANGEMENT:** Alphanumerical by lease number.

**DESCRIPTION:**

These files contain documents associated with both active and canceled predesignated contracts on lands administered by the Trust Lands Administration, in accordance with Utah Code 53C-4-203. Predesignated easements are defined as valid existing rights, county road claims, reciprocal easements (between government agencies), or a variety of other land use. The files may contain final and fully executed contracts, assignments, correspondence (including e-mail), application materials, director's actions, maps and/or drawings, photos, videos, accounting materials (receipts, copies of check, etc.), bonding and insurance materials, environmental documentation, certified mail receipts and signature cards, cancellation notices, and other materials associated with the predesignated transaction contracts.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Easement files, GRS-1016.

**AUTHORIZED:** 03-01-1988

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1994 through 2021. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30446

**TITLE:** Predesignated contracts

(continued)

**APPRAISAL:**

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

These records have historical value as they document property use and ownership.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2022.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 17729

3

**TITLE:** Project Bold

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**RETENTION:**

Permanent. Retain for 100 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after completion of project file and then transfer to State Records Center. Retain in State Records Center for 99 years and then transfer to State Archives with authority to weed.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 24535

3

**TITLE:** Publications

**DATES:** 1994-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records created by the agency, including pamphlets, reports, and other published or processed documents. These records include information on trust lands, revenues, trust beneficiaries, and other issues addressed by the School and Institutional Trust Lands Administration. 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 authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

Publications document agency history and function. They have ongoing research value.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 24535

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30360

3

**TITLE:** Range improvement projects

**DATES:** 1994-

**ARRANGEMENT:** Alphanumerical by lease number.

**DESCRIPTION:**

These files contain documents associated with both expired and canceled range improvement projects on lands administered by the Trust Lands Administration in accordance with Utah Code 53C-4-201. The files may contain final and fully executed contracts, correspondence (including e-mail), application materials, director's actions, maps and/or drawings, photos, videos, accounting materials (receipts, copies of checks, etc.), bonding and insurance materials, environmental documentation, certified mail receipts and signature cards, cancellation notices, and other materials associated with the range improvement projects.

Range improvements can be non-structural and structural. Seedings are examples of non-structural range improvements. Fences or facilities such as wells or water pipelines are examples of structural improvements. These projects enhance or improve livestock grazing management, improve watershed conditions, enhance wildlife habitat, or serve similar purposes.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Adopted comprehensive development plans, GRS-653.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30360

**TITLE:** Range improvement projects

(continued)

**APPRAISAL:**

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

These records retain their importance for documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies despite the passage of time.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2022.



**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 1016

3

**TITLE:** Rejected mineral leases

**DATES:** 1975-

**ARRANGEMENT:** None

**DESCRIPTION:**

The state leased their lands to individuals and private companies for oil, gas, and mineral exploration. These records are rejected applications for mineral leases in the state. These records include the original application with application number, type of mineral to be leased, name of applying corporation, and proposed rent and royalty rates. Correspondence between the Department of Natural Resources and applicant, stating rejection of application are also included.

**RETENTION:**

Permanent. Retain for 20 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Real property files, GRS-1403.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 20 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

Records in this series document the decisions made by SITLA.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 1016

**TITLE:** Rejected mineral leases

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 17727

1

**TITLE:** Right of entry permits

**DATES:** Undated.

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain for 3 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 3 years and then transfer to State Records Center. Retain in State Records Center permanently.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 14044

3

**TITLE:** School and Institutional Trust Lands Advisory Board files

**DATES:** 1993-1994.

**ARRANGEMENT:** Alphabetical by subject

**TOTAL VOLUME:** 2.00 cubic feet.

**DESCRIPTION:**

The School and Institutional Trust Lands Advisory Board created these records to help the Board develop its legislative proposal of 13 December 1993 which prefaced H.B. 250 - "School and Institutional Trust Lands Management Act". This act separated the Division of State Lands and Forestry under the Department of Natural Resources into the Division of Sovereign Lands and Forestry and Institutional Trust Lands Administration. Information includes minutes, correspondence, draft and enrolled copies of legislative bills, news releases, news articles, and acts and titles (statutes).

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

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:**

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 30 months and then transfer to State Archives with authority to weed.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 14044

**TITLE:** School and Institutional Trust Lands Advisory Board files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30471

1

**TITLE:** Section 29 records

**DATES:** 1995-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These files are based on the Tax Code Opportunity for Mineral Development of the Section 29 IRS code for tax credit on qualified fuel, including royalty approved January 4, 1996. The credit agreement applies to qualified fuel defined as gas produced from coal seams and tight formations wells drilled after December 31, 1979. The files may contain agreement contracts, correspondence, agency minutes, excel financial spreadsheet reports, and Internal Revenue Service tax forms.

**RETENTION:**

Retain permanently

**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 until administrative value has been met 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 permanently.

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s). These records are historical because they provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30471

**TITLE:** Section 29 records

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(27) (2022)

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 7045

3

**TITLE:** Selected lands purchase agreement files

**DATES:** 1899-

**ARRANGEMENT:** Numerical by case file number.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These are contracts between individuals and the State Board of Land Commissioners to purchase selected lands granted to the state by the federal government. These records continued to be created by succeeding agencies: the State Land Board, the Department of Natural Resources Division of State Lands and Division of State Lands and Forestry, and then the School and Institutional Trust Lands Administration. The Enabling Act, which authorized Utah statehood also granted to the state specified numbers of acres of land to support a variety of public institutions (Statutes at Large, Treaties, and Proclamations of the United States, vol. 28, chap. 188). These lands were to be sold and the money put in a permanent fund which would generate interest to support the specified institution. Granted land had to be selected by the state, approved by the federal government and then patented to the state. Each purchase agreement states that a certain named individual is making application to the agency for the selection of specifically described land. The person swears that he/she is a citizen of the United States and agrees to purchase the said land at a certain price once the lands have been selected by the State of Utah and a federal patent has been issued. The agreements specify the amount that will be paid for the land, the terms of payment, the amount of deposit, and verify that the land is not mineral in character. Information included in the agreements are the dates when the agreement was filed, when the land was selected and filed with the Salt Lake Land Office and when the selection was approved by the federal government. Other documents in each file may include correspondence between the agency and the prospective purchaser, correspondence between the agency and the United States Bureau of Land Management (BLM), maps, state selection lists, court documents if the land title was in dispute, copies of deeds or certificates of sale, and affidavits showing proof of publication notifying others that the agreement has been filed. If the purchaser does not verify native-born United States citizenship, the file will also contain documents proving naturalized citizenship. These records are critical to the agency's central function, and therefore must be accessible throughout the agency's existence.



**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 7045

**TITLE:** Selected lands purchase agreement files

(continued)

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Real property files, GRS-1403.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center permanently.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).  
This appraisal is based upon the research value of these records in tracking the history of granted state land and the individuals who purchased the lands.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 17726

3

**TITLE:** Selection lists

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

Applications and related correspondence, usually with the federal government, regarding the selection of school trust lands per title 43, chapter 20, sections 851-852 of the federal code.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30192

3

**TITLE:** Source and disposition records

**DATES:** 1896-

**ARRANGEMENT:** Alphanumerical by document type and number.

**DESCRIPTION:**

These records consist of various agency land title documents related to the acquisition and disposition of trust lands, and are used in land title research. Records include private and federal exchange files, United States acknowledgment of title, US Carey Act list, US letters, US patents, US school-land indemnity selection lists (a.k.a. clear lists) through land grants, state certificates of sale, state patents, dedications, and deeds. Deeds may include easements, quit claims, sheriff's deeds, water rights, and warranty deeds.

These records represent the implementation of Sections 6, 8, 10, and 12 of the Utah Enabling Act, Articles X and XX of the Utah Constitution, and Subsections 53C-1-302(1)(a)(ii) and 53C-4-101(1) of the Utah Code, which authorize the director to prescribe the terms and conditions for the sale, exchange, and other disposition or conveyance of trust lands, including procedures for determining fair market value of those lands.

**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 Deed records, GRS-735.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met and then transfer to State Archives.

Computer data files: Retain in Office permanently.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30192

**TITLE:** Source and disposition records

(continued)

**APPRAISAL:**

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

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2021.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 9819

3

**TITLE:** State lands case files

**DATES:** 1980-1991, 1994-

**ARRANGEMENT:** Numerical by case number, thereunder chronological  
**DESCRIPTION:**

These records document legal investigations conducted on behalf of the Division of State Lands by the Attorney General's office. Case files contain complaints, investigative reports, discovery documents, correspondence, pleadings, affidavits, research notes and other attorney work product.

**RETENTION:**

Permanent. Retain for 32 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:** 08/2004

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years or until case is resolved and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, and/or legal value(s). This disposition is based upon the administrative needs of the agency.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 9819

**TITLE:** State lands case files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(16)(17) (2008)

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30515

3

**TITLE:** Surface revenue reports

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by company or individual name, thereunder numerical by lease number.

**DESCRIPTION:**

These records contain documents submitted by lease holders for special surface revenue transaction type of reporting percentage rental, percentage rent on fuel sales, and/or volume reported in gallons/barrels. Product types of revenue are salt water injection wells and electricity. Revenue must be reported as stated in Utah Administrative Code R850-5-200(2).

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Land use lease agreements, GRS-16587.

**AUTHORIZED:** 09-26-2022

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met 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 permanently.

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s). These records are used administratively to record financial revenue reporting from land leasing. These records have historical value as they document the surface leasing activities of the School and Institutional Trust Land Administration.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 30515

**TITLE:** Surface revenue reports

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(2,27) (2022)



**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 84284

3

**TITLE:** Timber land application and purchasing agreement files

**DATES:** 1896-

**ARRANGEMENT:** Alphanumerical by permit.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records are used to document permits issued to harvest timber on state land and the leasing of state timber land. Includes correspondence, lease agreements, cash receipts and supporting documentation, amendments to timber applications, applications of notice of timber sales, affidavit of publication, newspaper clippings of sales, and some publications by the United States Department of Agriculture.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1896 through 2022. Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

Microfilm master: For records beginning in 1896 through 1984. Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1896 through 1984. Retain in State Archives permanently.

Computer data files: Retain in Office permanently.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 84284

**TITLE:** Timber land application and purchasing agreement files

(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records document the permitting and leasing of timber land in Utah since 1896. This is the only known record of this information in the state. A register exists which contains some of the information in these records but it did not begin until August 1906 (See RS #84388). Current records of this series are still being used by the Division of State Lands and Forestry.

**PRIMARY DESIGNATION:**

Public