Retention and Classification Report

Agency: Public Lands Policy Coordination Office (3267)

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Records Officer: _____

30052	Executive correspondence
26637	Right-of-way claim records

AGENCY: Public Lands Policy Coordination Office

SERIES: 30052 3
TITLE: Executive correspondence
DATES: 2005-
ARRANGEMENT: Chronological.
DESCRIPTION:

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 a state 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 for 5 year(s) after 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:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until separation 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 based on their evidence of government deliberations, decisions, and actions relating to major social, economic, and environmental issues.

AGENCY: Public Lands Policy Coordination Office

SERIES: 30052
TITLE: Executive correspondence

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Public Lands Policy Coordination Office

SERIES: 26637 3
TITLE: Right-of-way claim records
DATES: 2005-
ARRANGEMENT: Alphabetical by county name.
DESCRIPTION:

The Public Lands Policy Coordination Office provides information and services related to legal action concerning rights-of-way on public roads (63J-4-603(3b) (2015)). Records document county right-of-way claims regarding state- and county-owned rights-of-way over non-reserved public land. Records contain notices of acknowledgement to the United States Bureau of Land Management, affidavits, depositions, maps, photographs, and other documents which contain information about the beginning and endpoints of each road; township, range, and section references; and center-line road descriptions.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Right of way records, GRS-1996.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year 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 for 25 years after case is closed and then transfer to State Archives with authority to weed.

AGENCY: Public Lands Policy Coordination Office

SERIES: 26637
TITLE: Right-of-way claim records

(continued)

APPRAISAL:

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

These records are created and maintained in accordance with Utah Code Section 72-5-309 (2008) and R.S. 2477 (43 U.S.C. Section 932 (2011)). These records have historical value as they document the process used to determine the establishment of state- and county-owned rights-of-way across non-reserved public land.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(18) and (23)(2015)