

## Retention and Classification Report

**Agency:** Public Lands Policy Coordination Office (3267)

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

28997	*Aerial photographic maps of counties
30052	Executive correspondence
26637	Right-of-way claim records

**AGENCY:** Public Lands Policy Coordination Office

**SERIES:** 28997

3

**TITLE:** Aerial photographic maps of counties

**DATES:** 1975.

**ARRANGEMENT:**

**DESCRIPTION:**

These records are aerial photographic maps of counties done in grid sections, produced by the U.S. Geological Survey. The maps show details of the terrain throughout the state of Utah. Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the state of Utah. They may include maps, charts, aerial photographs, globes, models, and raised relief maps these are a graphic representation of the earth's surface drawn to scale.

**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 for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
These records are historically valuable because they trace widespread change to the land in the state of Utah, and offer an unusual perspective.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.

**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)