

Retention and Classification Report

Agency: Department of Natural Resources. Division of Outdoor Recreation (3671)

,

Records Officer: _____

25639	Off-highway vehicle education class files
25640	Personal watercraft education class files
17172	River guide permit applications
26959	Trail grant records
17154	Vessel operator permit applications
09455	Vessel safety inspection records

AGENCY: Department of Natural Resources. Division of Outdoor Recreation

SERIES: 25639

3

TITLE: Off-highway vehicle education class files

DATES: 1985-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

The Division of Parks and Recreation provides a class to educate people in the use of off-highway vehicles. Off-highway vehicles include any snowmobile, all-terrain vehicle (ATV), motorcycle, or other off-highway vehicles capable of travel over unimproved terrain. This series documents the information provided for the off-highway vehicle education classes. Information in the class packets includes the student's address, age, driver's license number for off-highway vehicles, educational history, gender, social security number, telephone information, hair color, eye color, and credit card information.

RETENTION:

Retain for 11 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Natural Resources. Division of Outdoor Recreation

SERIES: 25639

TITLE: Off-highway vehicle education class files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2008)

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Natural Resources. Division of Outdoor Recreation

SERIES: 25640

3

TITLE: Personal watercraft education class files

DATES: 1985-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

The Division of Parks and Recreation provides classes to educate the public on proper use of personal watercraft. This series documents the information provided by students taking the classes. Information in the class packets includes the student's address, age, driver's license number for the personal watercraft, educational history, gender, social security number, telephone information, hair color, eye color, and credit card information.

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: 12/2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Natural Resources. Division of Outdoor Recreation

SERIES: 25640

TITLE: Personal watercraft education class files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(5) (2008)

AGENCY: Department of Natural Resources. Division of Outdoor Recreation

SERIES: 17172

1

TITLE: River guide permit applications

DATES: 1968-

ARRANGEMENT: Alphabetical by guide's last name

DESCRIPTION:

These files are the applications required for individuals to receive permission to act as a river guide. Included in these files are a permit number, issue date, guide permit level, name, address, birth date, height, features, social security number, phone number, applicant's signature, sponsoring company name, and authorized signature, examination results, and river trip certification information.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

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 5 years and then destroy.

Paper copy: Retain in Office until obsolete and then destroy.

APPRAISAL:

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

This retention is sufficient since individuals must reapply for a river guide permits every five years.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Outdoor Recreation

SERIES: 17172

TITLE: River guide permit applications

(continued)

SECONDARY DESIGNATION(S):

Private. Contains personal information.

AGENCY: Department of Natural Resources. Division of Outdoor Recreation

SERIES: 26959

3

TITLE: Trail grant records

DATES: 1992-

ARRANGEMENT: Chronological by fiscal year.

DESCRIPTION:

This series contains trail grant records used to track trail project expenditures and reimbursements of expenses to project sponsors. These records include the name of the trail sponsor; whether they were awarded state or federal trails funds; a description of the project; scope of the work; trail project expenditures and the amounts of any reimbursements made to the trail sponsor. If monies awarded to one project is not used completely, the money is rewarded to another trail project the following year.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

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 destroy.

APPRAISAL:

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

AGENCY: Department of Natural Resources. Division of Outdoor Recreation

SERIES: 26959

TITLE: Trail grant records

(continued)

PRIMARY DESIGNATION:

Exempt 29 CFR 18.42

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Department of Natural Resources. Division of Outdoor Recreation

SERIES: 17154

3

TITLE: Vessel operator permit applications

DATES: 1983-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These permit applications are required for boat owners' who carry passengers for hire. The applications contain personal information such as height, hair color, weight, social security number, and date of birth. Also included are employer information and boating experience.

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: 03/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Outdoor Recreation

SERIES: 9455

1

TITLE: Vessel safety inspection records

DATES: 1960-

ARRANGEMENT: None

DESCRIPTION:

The agency is tasked with the regulation and promotion of safety for persons and property in and connected to the use, operation, and equipment of vessels (Utah Code 73-18-1(1971)). These records document the inspections of water vessels and their equipment (Utah Code 73-18-8(2016)) and may include equipment checklists and citations.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

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 7 years and then destroy.

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(10)(2015)