

Retention and Classification Report

Agency: Department of Natural Resources. Division of State Parks. (4594)

Records Officer: _____

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AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 7289

4

TITLE: Acquisition and development records

DATES: i 1959-

ARRANGEMENT: None

DESCRIPTION:

This is a record of nonlapsing monies appropriated to the Division of Parks and Recreation by the State Legislature or federal government for the acquisition of land and maintenance of park facilities. The case files contain accounting information and correspondence.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

This disposition is based on the record's documentation of the development of park lands and facilities.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 7289

TITLE: Acquisition and development records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 30012

3

TITLE: Active Investigations

DATES: 1995 - Present

ARRANGEMENT: Chronological

DESCRIPTION:

These records are created or maintained for civil, criminal, or administrative enforcement purposes or audit purposes, or for discipline, licensing, certification, or registration purposes related to the Division of Parks and Recreation. They are considered part of an active investigation.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Investigation records, GRS-1733.

AUTHORIZED: 03-21-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after case is closed and then destroy.

Computer data files: Retain in Office for 7 years after case is closed and then delete.

APPRAISAL:

These records have legal value(s).

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 30012

TITLE: Active Investigations

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10) (2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2020.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 30344

3

TITLE: Artifacts

DATES: 1965-

ARRANGEMENT: None.

DESCRIPTION:

These objects are items that have significant meaning to the Division of State Parks because of their monetary, evidential, or community value and their association with the function and activity of the division. Objects may have been purchased by the division, donated to the division, or acquired in-kind via trade with another agency or an private organization.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Artifacts, GRS-2049.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These objects are considered historical because they contribute substantially to knowledge and understanding of the people and communities of our state.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 30344

TITLE: Artifacts

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2022.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 30000

3

TITLE: Attorney Client Privilege records

DATES: 1957-

ARRANGEMENT: Alphabetical by case thereunder chronological by date.

DESCRIPTION:

These records are subject to the attorney client privilege and establish a relationship between an attorney and the Division of Parks and Recreation or an agency/person acting on behalf of the Division. All records are prepared for or by an attorney, consultant, surety, indemnitor, insurer, employee, or agent of a governmental entity for, or in anticipation of, litigation or a judicial, quasi-judicial, or administrative proceeding with relation to the Division of Utah Parks and Recreation. The records can also include GRAMA requests and matters pertaining to the day-to-day functions of the Division.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Legal counsel records, GRS-1721.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

Computer data files: Retain in Office until until administrative need ends and then delete.

Paper: Retain in Office until administrative value has been met and then destroy.

APPRAISAL:

These records have administrative value(s).
Protected Utah Code 63G-2-305

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 30000

TITLE: Attorney Client Privilege records

(continued)

PRIMARY DESIGNATION:

Protected

Utah Code 63G-2-305(17) & (18)(2019)

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 2855

3

TITLE: Audit records

DATES: 1960-

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: Department of Natural Resources. Division of State Parks.

SERIES: 23406

3

TITLE: Bonneville Salt Flats State Recreation area records

DATES: ca. 1965-1978

ARRANGEMENT: none

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

Includes records regarding administration, land acquisition, history, use requests, public relations, and car racing correspondence and agreements, notably regarding the Bonneville Nationals.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2001

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 29707

3

TITLE: Brigham Young Forest Farm House plans

DATES: ca. 1969

ARRANGEMENT: None.

DESCRIPTION:

This series contains plans of the Brigham Young house.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Aperture cards: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the history and evolution of a historic building owned by the State of Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 9456

3

TITLE: Citations

DATES: ca. 1950-

ARRANGEMENT: Alphabetical by last name.

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These are citations issued by park rangers to park visitors for violations of the Utah Code and/or park rules and regulations. Park rangers are Peace Officer Standards and Training (POST) certified, and have full law enforcement authority in the State of Utah (see Utah Code 79-4-501(2)(2009)).

Examples of citable offenses are traffic violations, driving under the influence (DUI), boating under the influence (BUI), disorderly conduct, failure to clean a camp site prior to leaving, lighting a campfire in an undesignated area, operating an off-highway vehicle (OHV) in an undesignated area, and boating without proper safety equipment.

Records include information about the incident, the citation recipient, the park ranger who issued the citation, and other relevant data, such as blood draw results (if applicable).

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: 12/2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 9456

TITLE: Citations

(continued)

then destroy.

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

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

The 7-year retention aligns with similarly-managed agency records, such as series numbers 14169: Incident and accident reports, and 17154: Vessel operator permit applications.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected.	Utah Code 63G-2-305(51)(2017)
Private.	Utah Code 63G-2-302(2)(d)(2017)
Controlled.	Utah Code 63G-2-304(2008) for blood draws

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2018.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 29799

3

TITLE: Complaints and Disciplinary Action for Law Enforcement Park

DATES: 2010-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records contain complaints filed by public persons against law enforcement park rangers for various reasons, as well as the disciplinary action regarding such complaints. These records are used for tracking purposes .

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Complaint investigation files, GRS-1969.

AUTHORIZED: 05-01-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after case is closed and then destroy.

Computer data files: Retain in Office for 7 years after case is closed and then delete.

APPRAISAL:

These records have legal value(s).
Utah code 63G-2-302(2)(a) and 63G-2-302.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 29799

TITLE: Complaints and Disciplinary Action for Law Enforcement Park

(continued)

PRIMARY DESIGNATION:

Private Utah code 63G-2-302(2)(a) and 63G-2-302.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 9454

3

TITLE: Concession contracts and special use permits

DATES: 1970-

ARRANGEMENT: Alphabetically by park name

DESCRIPTION:

These records support the agency's function to work with concessionaires to provide outdoor recreational services, and to help stimulate the local economy as expressed in Utah Code 79-4-203 (9)(2015). These contracts or special use permits authorize a business to operate commercial activities within the premises of an agency-managed park or facility. Information includes the contract, correspondence, and all records relating to its award and administration.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 9454

TITLE: Concession contracts and special use permits

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(1)(2015); Utah Code 13-24-2(4)(1989)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2015.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 83322

3

TITLE: Contract compliance audits

DATES: 1984-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are audits made on persons or companies contracting with with Department of Natural Resources. They include a description of the grant, agreement, performance required and may include one or both of a compliance audit and/or a fiscal audit. There is also a copy kept by the Parks and Recreation Director's office and the Parks and Recreation Attorney's Office. These copies should be kept until administrative need ends.

RETENTION:

Permanent. Retain for 5 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: 12/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

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

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 83322

TITLE: Contract compliance audits

(continued)

PRIMARY DESIGNATION:

Controlled

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 15117

3

TITLE: Contracts

DATES: 1985-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Files which document transactions of \$10,000 or less and construction contracts under \$2,000. They include contract, requisition, purchase order and lease records, correspondence, related records pertaining to award, administration, receipt, inspection, and payments.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

All Formats: Retain in Office for 7 years after final payment and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 30283

3

TITLE: Division guidelines

DATES: 1975-

ARRANGEMENT: Chronological by year.

DESCRIPTION:

These records are the official division guidelines for Parks and Recreation.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office 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 considered historical because they provide evidence of significant policy formulation and business processes of the government.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2022.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 30345

3

TITLE: Education program training materials

DATES: 1990-

ARRANGEMENT: None.

DESCRIPTION:

These records are training materials for the division's various public-facing education programs. Information may include course curriculum, instructor manuals, exam questions and answers, attendance statistics, and other related materials.

RETENTION:

Permanent. Retain until end of project or program

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Mandated or significant training materials, GRS-1951.

AUTHORIZED: 03-26-2021

FORMAT MANAGEMENT:

Paper: Retain in Office until end of project or program and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until end of project or program and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are considered historical because they contribute substantially to knowledge and understanding of the people and communities of our state.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 30345

TITLE: Education program training materials

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2022.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 25246

3

TITLE: Federal interaction records

DATES: 1955-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series documents the interaction between the Division of State Parks and various federal agencies with which it shares common interests and responsibilities. The Division frequently contracts with federal entities to supply services to them, such as providing law enforcement on federal lands or waters, with particular emphasis on providing law enforcement services for federal reservoirs. Examples of federal agencies interacted with are the Bureau of Land Management, the National Park Service, and the National Forest Service. Included are cooperative agreements, correspondence, supporting documentation, and vehicle registrations. Information includes inclusive dates of service, location services were provided, nature of services provided, details of contractual obligations, and authorizing signatures.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 25246

TITLE: Federal interaction records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 27768

3

TITLE: Field training officer program files

DATES: 2004-

ARRANGEMENT: chronological by date thereunder by name

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

This series is used to trace the field training of a new park ranger throughout the probationary period. Files are used to evaluate new park rangers. Files include training and evaluations.

RETENTION:

Retain for 30 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2011

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 28 years and then destroy.

Computer data files: Retain in Office for 30 years and then delete.

APPRAISAL:

These records have administrative value(s).

A record of training is mandated by statute and for law enforcement purposes.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 27768

TITLE: Field training officer program files

(continued)

PRIMARY DESIGNATION:

Protected

Test questions and answers, UCA 63G-2-305 (5); individual home address in order to comply, UCA 63G-2-305 (51)

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 23656

3

TITLE: General office correspondence

DATES: 1980-

ARRANGEMENT: Alphabetical by name, thereunder chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Internal or external correspondence regarding general program information duplicated elsewhere, which does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures, or achievements. Includes electronic mail that communicates the above. This correspondence pertains to Utah's 45 state parks and the office of Parks and Recreation.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government routine administrative correspondence, GRS-1760.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 12486

3

TITLE: In-service training records

DATES: 1993-

ARRANGEMENT: Chronological thereunder alphabetical by surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records contain copies of an employee's participation in required training. A record of training is mandated by statute and for law enforcement purposes. Park rangers are required to maintain peace officer certification. The total number of training hours for employees is maintained by Peace Officer Standards and Training for verification of yearly certification. Non-law enforcement employee records are included in these files. Information may include Social Security number, employee identification number, and/or federal employer identification numbers.

RETENTION:

Retain for 30 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 28 years and then destroy.

Computer data files: Retain in Office until administrative need ends.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs of the agency.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 12486

TITLE: In-service training records

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(5) (2018)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(g) (2018)

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 14169

3

TITLE: Incident and accident reports

DATES: 1982-

ARRANGEMENT: Chronological by date of accident or incident

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This information is used to document any accident or incident occurring in the state parks or on state parks property. It is used to obtain information for insurance companies or verify information for the Division. Records may include any data relating to any incident (such as vandalism or break-ins), or accident occurring on state park property, and also include related data such as blood draw results (if applicable).

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.

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 14169

TITLE: Incident and accident reports

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301 (3)(g) 2013

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302 (2)(d) 2014
Protected. Utah Code 63G-2-305 (38) (2014); Utah Code 41-12a-202 (2009); Utah Code
41-6a-404 (2010); Utah Code 63G-2-305 (10) and (11) (2014)
Controlled. Utah Code 63G-2-304 (2008) for blood draws

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 15116

1

TITLE: Interdepartmental transfers

DATES: 1992-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document accounting actions that request transfers of funds between agencies for services rendered or materials purchased.

RETENTION:

Retain for 3 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 3 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 27732

3

TITLE: Land and water conservation fund files

DATES: 1965-

ARRANGEMENT: Numerical

DESCRIPTION:

These records contain grant files for land and water projects. The information in the files may contain applications for grants, maps, contracts, billings, remittances, and evaluations of the individual projects.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Recorded surveys and index, GRS-384.

AUTHORIZED: 01-30-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2022.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 84389

3

TITLE: Land/Water Conservation Fund files

DATES: 1989-2022

ARRANGEMENT: Numerical by project number.

DESCRIPTION:

These records contain grant files for land and water projects. The records track land and water fund grant projects. The information in the files may include applications for grants, maps, contracts, billings, remittances, and evaluations of the individual projects.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office permanently.

APPRAISAL:

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

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 84389

TITLE: Land/Water Conservation Fund files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2022.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 30286

3

TITLE: Law enforcement checkpoint records

DATES: 1967-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records are kept by the Department of Natural Resources State Parks Division office and document the process, procedure, and justification for law enforcement checkpoints within a state park's boundaries. Information may contain proof of publication, judicial approval notices, permits, and media coverage.

RETENTION:

Retain for 6 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Proof of publication files, GRS-46.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years after completion of publication or report and then destroy.

Computer data files: Retain in Office for 6 years after completion of publication or report and then delete.

APPRAISAL:

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

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 30286

TITLE: Law enforcement checkpoint records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2022.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 25240

3

TITLE: Proposed legislation working files

DATES: 1988-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

The documents include legislative bills that relate to specific parks or to the Division of State Parks. Also included are drafts of bills, correspondence, and reports.

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 Proposed legislation records, GRS-1690.

AUTHORIZED: 12-01-1992

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 2851

3

TITLE: Publications

DATES: 1959-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, parks, recreation, boating, snowmobiling, recreational vehicles, legislative matters, and all other activities of the Division of Parks and Recreation. 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.

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

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 2851

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 28565

3

TITLE: Request for Proposals

DATES: 1990-

ARRANGEMENT: Chronological; thereunder alphabetical by surname

DESCRIPTION:

These are bids from qualified concessionaires to enter into a contract with the agency to provide services at State Parks. The Division of Parks and Recreation establishes the parameters of the contract; State Purchasing reviews the bids and passes the highest bid to Parks and Recreation. The Division of Parks and Recreation and State Purchasing both sign the Request for Proposals (RFPs). The bids may have a confidentiality notice or claim of business confidentiality form that includes language indicating that the document and any attachments are for the sole use of the bid process and/or Division and may contain proprietary, confidential, or privileged information.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2014

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 destroy.

Computer data files: Retain in Office for 5 years and then delete.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 28565

TITLE: Request for Proposals

(continued)

APPRAISAL:

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

These records document decisions regarding the award of contracts and are valuable in case any legal issues arise from the bidding and contractual process.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(4),(6),(7) 2014

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 30085

3

TITLE: State Park photographs

DATES: 1967-

ARRANGEMENT: None.

DESCRIPTION:

These records are photographs and negatives of various state parks within the Department of Natural Resources State Parks system.

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 Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These records are considered historical because they provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2021.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 5870

3

TITLE: State park construction plans

DATES: 1970-

ARRANGEMENT: Alphabetical by name of park or recreation area

DESCRIPTION:

These records contain plans and drawings of buildings constructed and maintained by the division throughout the state. Included are blueprints of the Brigham Young house restoration in St. George. Final plans and specifications for approved and constructed state buildings.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

Computer data files backup: Retain in Office until administrative need ends and then delete.

APPRAISAL:

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

The building plans have value as a record of Parks and Recreation structures built and maintained throughout the state.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 5870

TITLE: State park construction plans

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 3975

3

TITLE: State park development slides

DATES: 1975-

ARRANGEMENT: Alphabetical by park name

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files consist of color slides taken every four to five months to document the progress in the development of Utah's state parks. The files contain one positive slide per park per photographic time period and shows such items as park visitors and rangers, wildlife, signs, picnic tables, and other park related sights. These slides are a visual history of the development of Utah's state parks.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of the slides as a visual history of the development of Utah's state parks.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 3975

TITLE: State park development slides

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 5824

3

TITLE: State park road maps

DATES: undated

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: Department of Natural Resources. Division of State Parks.

SERIES: 25244

1

TITLE: State park site preliminary investigation records

DATES: ca. 1955-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document the investigation of possible state park sites which did not become a part of the state park system. Records include initial proposals, site assessments, correspondence, photographs, and final decisions. Information includes site location, opening and closing dates of investigation, name of employee(s) conducting the investigation, names of involved parties, investigation details, findings, and recommendations.

RETENTION:

Permanent. Retain for 100 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 until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This appraisal is based upon the value of these records to historians in researching the state park system and the process of state park selection and acquisition.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 25244

TITLE: State park site preliminary investigation records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 22904

3

TITLE: State parks pamphlets

DATES: 1977-

ARRANGEMENT: Alphabetical by park name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This series contains pamphlets from the Division of Parks and Recreation promoting various state parks and recreation areas with information pertaining to park name, location, special features, geology, history, hiking, archeology, fishing, plants, animals, off-highway vehicles, conservation, nearby points of interest, activities, facilities, reservations, user fees and guidelines.

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 22904

TITLE: State parks pamphlets

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 23449

3

TITLE: This is the Place State Heritage Park records

DATES: ca. 1960-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Pioneer Trail State Park, now known as This is the Place Heritage Park, is a living history village ("Old Deseret") of pioneer Utah. It also contains the This is the Place monument, a bronze statue honoring the arrival of the Latter-day Saints (Mormons) in the Salt Lake Valley. Records may include: board minutes, administrative correspondence, land patents, initial construction inventory and planning, environmental or soil surveys, master plans, development proposals, plans and specifications, buildings, other facility construction, buildings and grounds operations or current expenses, permits, incident reports, dedication ceremonies, newspaper or magazine articles, brochures, signage, driving maps, press releases, natural studies, archaeological studies, historical studies, photographs, displays and museum exhibits, public activities, and

RETENTION:

Permanent. Retain for 1 year(s) after final action

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 Office for 1 year after close of park and then transfer to State Archives with authority to weed.

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

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 23449

TITLE: This is the Place State Heritage Park records

(continued)

APPRAISAL:

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

Disposition based on the value of these records in documenting park achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	Resumes, personal home addresses and personal phone numbers.
Protected.	Bid and appraisal records.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 6311

3

TITLE: Visitation reports

DATES: 1980-

ARRANGEMENT: Chronological, thereunder alphabetical by park

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These reports are created annually by the Parks and Recreation Division of the Department of Natural Resources to record the number of visitors to Utah's forty-four state parks showing park growth and activity and allowing comparative analysis among parks. Statistics are gathered at each of the parks by counter devices and personal surveys and the information is sent to the division office where the information is compiled and used by the division for budget purposes. It is also used by other agencies and made available to the public.

RETENTION:

Permanent. Retain for 4 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the records' historical value for research purposes.

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 6311

TITLE: Visitation reports

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 24002

1

TITLE: Visitor surveys

DATES: 1990-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Visitor surveys are conducted by the Division of Parks and Recreation to assist in the management of state parks and sometimes in cooperation with the United States Bureau of Land Management. Input from the survey is used to enhance the efforts of the state park system to better serve the public. Information provided is used to make decisions regarding facilities, recreation opportunities and management of recreation areas.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Paper copy: Retain in Office until administrative need ends and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of State Parks.

SERIES: 15115

1

TITLE: Warrant requests

DATES: 1992-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

RETENTION:

Retain for 1 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 copy: Retain in Office for 1 year after Div of Finance has the original and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)