Retention and Classification Report

Agency: Department of Natural Resources. Division of Oil, Gas, and Mining (720)

1594 West North Temple, Suite 1210
P.O. Box 145801
Salt Lake City, UT 84114-5801
801-538-5279

Records Officer: _____

08615	Accounting annual work program staffing plan
07695	Accounting audit reports
07684	Accounting budget background records
07648	Accounting deposits with the State Treasurer
07692	Accounting financial Information Resource Management Systems
07693	Accounting general ledger
08610	Accounting grant financial records
08613	Accounting incentive award request file
08619	Accounting indirect cost negotiation agreement
07636	Accounting interdepartmental transfers
08609	Accounting payroll costs file
08618	Accounting personnel policy manuals
07689	Accounting preliminary payroll files
07651	Accounting purchase requisitions
07639	Accounting request for out of state travel authorization
07640	Accounting travel reimbursement request
07681	Accounts payable file
81689	Administrative correspondence
07427	Attorney General's opinions
07443	Hearing files
06378	Leases
07431	News releases
22865	Publications
28764	Utah mining oral histories

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 8615 3
TITLE: Accounting annual work program staffing plan
DATES: 1983-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

This is a bi-weekly report produced by the Division of Finance showing the real costs to the division for the employees. It includes the costs to date and projected and budgeted costs.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

The record copy of this report is kept by Finance. This record has administrative value only.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7695 3
TITLE: Accounting audit reports
DATES: 1961-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

RETENTION:

Retain for 3 year(s)

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This retention is based on OMB Circular A-128.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7684 3
TITLE: Accounting budget background records
DATES: 1977-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These are working papers, cost statements, and rough data accumulated in the preparation of the annual budget estimates.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7648 3
TITLE: Accounting deposits with the State Treasurer
DATES: 1957-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

RETENTION:

Retain for 2 year(s)

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1987

FORMAT MANAGEMENT:

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

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7692 1
TITLE: Accounting financial Information Resource Management Systems reports
DATES: 1985-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These are reports generated by the Division of Finance relating to voucher preparation, administrative audit, and other accounting and disbursing operations. These include Expenditure Detail Statement, Activity Detail, Budget Operating Report, and Revenue/Expenditure Report.

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

APPRAISAL:

These records have fiscal value(s).

This record is subject to audit and should be kept for the audit period.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7693 3
TITLE: Accounting general ledger
DATES: 1974-
ARRANGEMENT: None
DESCRIPTION:

RETENTION:

Retain for 10 year(s)

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 8610 3
TITLE: Accounting grant financial records
DATES: 1983-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

These are the financial records developed by the division in administering federal grants. These are used to control and report the expenditure of funds and are subject to federal audit. Information in the file includes indirect cost agreements, performance reports, request for funds, and copies of contracts.

RETENTION:

Retain for 3 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after submission of final or annual rxpendityre report and then destroy.

APPRAISAL:

These records have fiscal value(s).

Retention is based on the requirements of OMB Circular A-128.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 8613 3
TITLE: Accounting incentive award request file
DATES: 1986-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records document incentive awards given to employees for exceeding vocational expectations.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 8619 3
TITLE: Accounting indirect cost negotiation agreement
DATES: 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This is an agreement negotiated between the federal government and the division as to how indirect costs will be allocated for grant funding. It includes both the final agreement and the work papers.

RETENTION:

Retain for 4 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after updated and then destroy.

APPRAISAL:

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

This record is fiscally important as it affects how federal money is spent. It should be kept as long as it is current and for four years after it is updated. The extra retention is to allow for later federal audits. If there were to be a dispute as to the allocation of indirect costs, then a copy of the agreement would be necessary.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7636 3
TITLE: Accounting interdepartmental transfers
DATES: 1977-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Inter-agency transfer records

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 8609 3
TITLE: Accounting payroll costs file
DATES: 1981-
ARRANGEMENT: Chronological
DESCRIPTION:

This is a record of the payroll costs that are to be charged to federal grants. Employee time spent on federal grant activities can be charged to the grant funds. This information is now kept on an automated system. Information includes the employee name, hourly rate, hours on grant activity, total hours, percentage of hours worked on the federal activity, and the amount to be charged to grant funds.

RETENTION:

Retain for 3 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after submission of final or annual expenditure report and then destroy.

APPRAISAL:

These records have fiscal value(s).

The retention is based on the requirements of OMB Circular A-128.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 8618 3
TITLE: Accounting personnel policy manuals
DATES: 1983-
ARRANGEMENT: Numerical by policy number
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are policies and procedures relating to personnel matters.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until updated and then destroy.

APPRAISAL:

These records have administrative value(s).

As these policies originate outside the division, they need only be kept as long as they are active.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7689 3
TITLE: Accounting preliminary payroll files
DATES: 1981-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These are computer produced two part documents sent by Finance to agencies to record final corrections or adjustments regarding employees' pay to be made before the master payroll is run and checks are issued.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7651 3
TITLE: Accounting purchase requisitions
DATES: 1977-
ARRANGEMENT: Chronological
DESCRIPTION:

These records document via receipts, contracts or invoices any purchase of goods or services made by the division.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have fiscal value(s).

These records are subject to audit and should be kept for the audit period.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7639 3
TITLE: Accounting request for out of state travel authorization
DATES: 1977-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

RETENTION:

Retain for 3 year(s)

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have fiscal value(s).

This record is subject to audit and should be retained for the audit period.

PRIMARY DESIGNATION:
Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7640 3
TITLE: Accounting travel reimbursement request
DATES: 1977-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Records relating to reimbursing individuals, such as travel orders, travel authorizations, per diem vouchers, transportation requests, hotel reservations, and all supporting records documenting official travel by officers, employees, dependents, or others authorized by law to travel.

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: 10/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

Digital image: Retain in Office until administrative needs end and then delete.

APPRAISAL:

These records have fiscal value(s).

This record is subject to audit and should be retained for the audit period.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7640
TITLE: Accounting travel reimbursement request

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7681 3
TITLE: Accounts payable file
DATES: 1985-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These records are financial payment documents.

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: 10/2001

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 fiscal value(s).

This record is subject to audit and should be kept for the audit period.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 81689 3
TITLE: Administrative correspondence
DATES: 1974-
ARRANGEMENT: Chronological
DESCRIPTION:

This file contains the correspondence generated by the division director and other staff members. The file includes correspondence within the division, to other divisions in Natural Resources, to other state agencies, to the federal government, and to the public.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This record has research value in that it documents the activities, policies, and procedures of the division as a whole.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7427 3
TITLE: Attorney General's opinions
DATES: 1985-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Copies of legal interpretations of the Attorney General's office written at the request of an agency asking for guidance in enforcing, obeying, and/or interpretation of the law. The Attorney General's Office maintains the record copy of all official opinions.

RETENTION:

Permanent. Retain for 4 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper copy: 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, and/or legal value(s).

As these opinions are used to guide the agency in carrying out its functions and activities, a permanent record of these decisions has long term value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7443 3
TITLE: Hearing files
DATES: 1956-
ARRANGEMENT: Numerical by cause number
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

This is a record of the hearings by the board in its capacity as the regulatory authority for oil drilling and mining. Hearing matters include revision of rules, applications for orders and exceptions to orders, applications for rights determination, etc. Included in the files are hearing transcripts, petitions, orders, exhibits, motions, affidavits, and notices of public hearings.

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: 07/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years or until scanned and quality checked and then destroy.

Computer data files: Retain in Office permanently.

Microfilm master: 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.

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

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7443
TITLE: Hearing files

(continued)

APPRAISAL:

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

These records have long term research and administrative value. Essentially these hearings are the means by which the board makes policy decision. These records must be maintained in the office both for staff use and for reference by the public. By microfilming the records, not only will there be space savings, but the information will be protected by the existence of a security copy.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 6378 1
TITLE: Leases
DATES: 1959-
ARRANGEMENT: none
DESCRIPTION:

Building, equipment or land leases and related records documenting agreements, services and payments.

RETENTION:

Retain for 4 year(s) after expiration of contractual agreement

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 4 years after contract expires and then destroy.

Microfilm master: Retain in State Records Center for 4 years after contract expires and then destroy.

Microfilm duplicate: Retain in State Records Center for 4 years after contract expires and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7431 3
TITLE: News releases
DATES: 1985-
ARRANGEMENT: Chronological
DESCRIPTION:

The file consists of (1) news releases written by the division staff and (2) news releases originating outside the division and sent to the division for informational purposes.

RETENTION:

Permanent. Retain for 4 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

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.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 22865 3
TITLE: Publications
DATES: 1971-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

Publications which document agency history and functions have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 28764 3
TITLE: Utah mining oral histories
DATES: 2012-
ARRANGEMENT: Chronological by interview date.
DESCRIPTION:

These records support the agency's administrative function to preserve Utah's mining heritage. These files contain all of the collected materials relating to the oral histories of Utah miners, including the raw audio and video files, photographs, transcripts, consent forms, published movies, and other printed promotional materials.

RETENTION:

Permanent. Retain for 1 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: 12/2015

FORMAT MANAGEMENT:

All Formats: Retain in Office for 1 year 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 this series to provide researchers with documentation of the mining communities within Utah.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 28764
TITLE: Utah mining oral histories

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.