# Retention and Classification Report

**Agency:** Department of Natural Resources. Division of Forestry, Fire and State Lands (1125)
1594 West North Temple, Suite 3520
Box 145703
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**Records Officer:** _____

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**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25672 3
**TITLE:** Accounts receivable invoices
**DATES:** 1994-
**ARRANGEMENT:** Numerical by Salt Lake number or Lone Peak number.
**ANNUAL ACCUMULATION:** 2.00 cubic feet.
**DESCRIPTION:**

These are invoices billing non-state agencies or institutions for supplies, services or repairs provided by an agency. Examples of goods and services provided include fire fighting equipment, safety equipment, fire fighter services and conservation project services.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

**AUTHORIZED:** 08-27-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25693 3
**TITLE:** Advisory Council minutes
**DATES:** 1995-
**ARRANGEMENT:** Chronological by date.
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

The Forestry, Fire and State Lands Advisory Council, created by statues (UCA 65A-1-2) advises the Division on matters related to state land management and other subjects. The Council meets at least quarterly. Minutes are kept of each meeting to record decisions, commitments, etc.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 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 Forestry, Fire and State Lands

**SERIES:** 25744 3
**TITLE:** Annual forestry accomplishment reports
**DATES:** ca. 1975-
**ARRANGEMENT:** Chronological by grant program
**ANNUAL ACCUMULATION:** 0.30 cubic feet.
**DESCRIPTION:**

Federal grants provide a substantial part of the Division of Forestry, Fire and State Lands' budget. The Division is required to report accomplishments for key outcomes. This report becomes part of a broader report to the U.S. Forest Service and Congress. This series includes annual reports on grants received from the U.S. Forest Service. Filed with the annual report are applications, grant narratives, targets, program reports, and correspondence.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

**AUTHORIZED:** 01-23-2019

**FORMAT MANAGEMENT:**

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

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 administrative, fiscal, and/or historical value(s).
This retention meets the requirements of 36 CFR 1207.42 (2004).

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25744
**TITLE:** Annual forestry accomplishment reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25732 3
**TITLE:** Annual work plan records
**DATES:** 2002-
**ARRANGEMENT:** Chronological by year
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands creates annual work plans as an administrative tool to outline and measure division-wide accomplishments on an annual basis. The records in this series include copies of annual plans and year-end accomplishments reports. Annual plans categorize work products, assign responsibility for work, give relative priority for work, and set time frames for work to be accomplished.

**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:** 06/2005

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected This classification is based on UCA 63G-2-305(11).

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25912 3
**TITLE:** Arbor Day Committee minutes
**DATES:** 1987-
**ARRANGEMENT:** Chronological by calendar year
**ANNUAL ACCUMULATION:** 0.20 cubic feet.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands commemorates National Arbor Day by holding annual Arbor Day celebrations. The Division organizes a state celebration, usually held somewhere in the Salt Lake Valley, and several regional celebrations at other locations throughout the state. The Arbor Day Committee, which sponsors these celebrations, is typically made up of Division employees and representatives of Red Butte Gardens, Tree Utah, and the Utah Society for Environmental Education. Arbor Day Committee minutes document committee discussions and decisions regarding locations for the celebrations, solicitation of sponsors, arrangements for speakers, and information about the rules for the annual Arbor Day poster contest.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 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 Forestry, Fire and State Lands

**SERIES:** 25912
**TITLE:** Arbor Day Committee minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25666 3
**TITLE:** Boundary line settlements
**DATES:** 1994-
**ARRANGEMENT:** Alphabetical by adjacent land owner name.
**ANNUAL ACCUMULATION:** 0.20 cubic feet.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands manages those lands lying below the ordinary high water mark of navigable bodies of water (UCA 65A-1-1) (2004) throughout the state. When the ordinary high water mark is not evident a boundary must be established, and a registered surveyor determines the location of the boundary. A boundary line settlement in the form of an agreement of stipulation and compromise is prepared and signed by the upland owner and the Division. These records provide institutional memory of negotiated boundaries and the documents executed during the process are recorded with county recorders. This series includes agreements of stipulation and compromise and other supporting documentation. Navigable bodies of water within the state include the Great Salt Lake, Utah Lake, Bear Lake, Bear River, Green River, and the Jordan and Colorado Rivers.

**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:** 04/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25666
**TITLE:** Boundary line settlements

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25658 3
**TITLE:** Burning permits
**DATES:** 1940-
**ARRANGEMENT:** Alphabetical by county, thereunder chronological by year.
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

The Division of Forestry, Fire, and State Lands issues burning permits as governed by statute (UCA 65A-8-9). State law specifies that June 1 through October 31 annually is closed fire season throughout the state. During the closed season it is unlawful to set on fire any inflammable material on any forest, brush, range, grass, grain, stubble or hay land without first securing a written permit from the Division and complying fully with the terms and condition prescribed in the permit. Burning permits help to monitor the use of fire on wild land areas. They serve as legal documents assuring that the permittee is responsible for control of fire and any financial obligations resulting from uncontrolled fire. Burning permits are issued in triplicate. One copy goes to the landowner, one copy stays in the area office, and one copy is forwarded to the Salt Lake City Office. This series consists of copies of burning permits issued by Division employees and designated deputies.

**RETENTION:**

Retain for 7 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/2005

**FORMAT MANAGEMENT:**

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

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25658
**TITLE:** Burning permits

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25657 3
**TITLE:** Cooperative agreement records
**DATES:** 1977-
**ARRANGEMENT:** Alphabetical by project.
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands sometimes negotiates cooperative agreements with other federal, state, or local agencies to establish management responsibility criteria for specific parcels of state land. In some cases the affected land is sovereign land, in other cases it is acquired land for which the division will have some management responsibility. Records include signed inter-agency agreements and project-specific correspondence. Agreements between the division and other government entities are generally ongoing until one party or the other decides to terminate.

**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:** 04/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25657
**TITLE:** Cooperative agreement records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25907 1
**TITLE:** Cost-sharing case files
**DATES:** 1992-
**ARRANGEMENT:** Chronological by file initiation date
**ANNUAL ACCUMULATION:** 0.50 cubic feet.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands administers federal pass-through funds to assist eligible landowners who are willing to implement conservation practices on their land. This federal assistance includes cost-sharing funds available through the Stewardship Incentives Program, Multi-Resource Stewardship, Forest Land enhancement Program, and other miscellaneous programs. To participate, eligible landowners must apply for and receive Division approval for the conservation practices they propose to implement. Once the Division obligates funds, landowners can be reimbursed for up to 75 percent of the cost of implementing the practice. They are obligated to maintain the improvement for at least ten years. The Division conducts annual inspections to ensure that the improvement or practice is being maintained. These cost-sharing case files include applications, conservative practice proposals, correspondence, funding documentation, and inspection reports.

**RETENTION:**

Retain for 3 year(s) after case is closed

**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 after grant has expired and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25907
**TITLE:** Cost-sharing case files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(j)

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25694 3
**TITLE:** Director's agenda records
**DATES:** 1994-
**ARRANGEMENT:** Chronological by date.
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

Division of Forestry, Fire and State Lands staff members prepare director's agenda to ask the director's approval on actions dealing with state land issues. These agenda provide time-certain approval of division actions. They provide institutional memory for data base updates, and serve as a coordination focus among division work units. Director's agenda are prepared for: a) sovereign land use authorizations issued by the division, b) lease amendments, readjustments, and cancellations, c) changes to the lease management data base other than address changes, d) any division action for which a record of decision (ROD) has been prepared or for which the director's agenda serves as a summary ROD. Typically a copy of the director's agenda is placed in the lease or permit file.

**RETENTION:**

Permanent. Retain for 20 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:** 06/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years and then transfer to State Archives.

**APPRAISAL:**

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

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25694
**TITLE:** Director's agenda records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25905 3
**TITLE:** Director's agreements
**DATES:** 1995-
**ARRANGEMENT:** Alphabetical by program, thereunder alphabetical by cooperating entity, thereunder alphabetical by subject
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

The Director of the Division of Forestry, Fire and State Lands makes agreements with federal and other state agencies, local governments and other organizations in conjunction with programs such as Forest Health, Urban Forestry, Forest Stewardship, Volunteer Fire Assistance, State Fire Assistance, Forest Land Enhancement and Fire Suppression. He also occasionally makes agreements which are not affiliated with a particular Division program These files include master agreements, annual operating plans, and memoranda associated with the agreements.

**RETENTION:**

Retain for 7 year(s) after superseded

**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:**

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25905
**TITLE:** Director's agreements

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25735 3
**TITLE:** Division staff meeting minutes
**DATES:** 1995-
**ARRANGEMENT:** Chronological by date
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands keeps minutes of weekly staff meetings to record announcements, schedules, issues and etc. Minutes include date of meeting, names of those present, and a summary of items discussed.

**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:** 06/2005

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25652 3
**TITLE:** Easements and rights of way
**DATES:** 1948-
**ARRANGEMENT:** Numerical by right of way or easement number.
**ANNUAL ACCUMULATION:** 0.50 cubic feet.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands manages approximately 1.5 million acres of sovereign land. As part of management responsibilities, the Division establishes rules for the issuance of easements on, through, and over state land, and price schedules for the same (UCA 65A-7-8 (2004)). This series documents compliance with all Division authorized easements and rights-of-way. Records include easement applications, notes, correspondence, formal records of decision, and easement and rights-of-way documents.

**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:** 06/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25652
**TITLE:** Easements and rights of way

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25662 3
**TITLE:** Fire reports
**DATES:** 1963-
**ARRANGEMENT:** Chronological by calendar year.
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

In cooperation with counties, the Division of Forestry, Fire and State Lands provides wild land fire protection for non-federal, unincorporated forest, range, and watershed lands. Fire reports are prepared and submitted by division personnel at the conclusion of a fire suppression effort. The reports include information on fire location and origin, land ownership, fire cause, suppression costs, acres burned, and resource damage. The reports are used for statistical analyses, occasional litigation, and determination of interagency responsibility for suppression costs. Field offices submit data electronically to the Salt Lake City office.

**RETENTION:**

Permanent. Retain for 7 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:** 06/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

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

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25662
**TITLE:** Fire reports

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25660 3
**TITLE:** Forest health assessments
**DATES:** 1999-
**ARRANGEMENT:** Alphabetical by area office designation (Bear River, Central, Northeast, Southeast, Southwest, Wasatch Front)
**ANNUAL ACCUMULATION:** 0.50 cubic feet.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands provides assistance to private land owners and offers advice about preserving, protecting and managing forest and other lands throughout the state (UCA 65A-8a-106)(2004). These assessments track the risk and development of disease or insect infestation in trees. Division field staff prepare a variety of plans for private landowners, depending on the landowner's management objectives. Forest health assessments are routinely included in these plans. Forest health assessments may be used as stand-alone reports or inclusion in private-owner management plans.

**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:** 06/2005

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25664 3
**TITLE:** Forest health monitoring and inventory and analysis agreements
**DATES:** 1999-
**ARRANGEMENT:** Chronological by calendar year.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands participates in interagency forest health and forest inventory activities. The Division maintains a record of requests for access by either state or federal crews to install permanent forest health monitoring (FHM) or forest inventory and analysis (FIA) plots on state or private lands. This series consists of contracts or agreements between the Division and the US Forest Service concerning FHM and FIA plots. It also includes letters of permission to access private lands and land administered by other agencies.

**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:** 06/2005

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25661 3
**TITLE:** Forest insect and disease aerial survey records
**DATES:** 1997-
**ARRANGEMENT:** Chronological by calendar year.
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands is responsible for determining and executing the best methods for protecting non-federal forest and watershed areas on conservation principles (UCA 65A-8-1 (2004)). As part of this responsibility the Division cooperates with federal land managers in detecting and monitoring forest insect and disease activity. When appropriate, the Division participates in control actions. The primary purpose of this series is to maintain a record of forest insect and disease activity statewide and from year to year. Some of the data are generated by other agencies. This series includes annual forest maps which indicate insect or disease incidence as seen aerially, and reports of conditions in Utah or surrounding states.

**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:** 06/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25661
**TITLE:** Forest insect and disease aerial survey records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25746 3
**TITLE:** Forest Stewardship Coordinating Committee minutes
**DATES:** 1991-
**ARRANGEMENT:** Chronological by meeting date
**ANNUAL ACCUMULATION:** 0.20 cubic feet.
**DESCRIPTION:**

The Forest Stewardship Coordinating Committee (FSCC) serves in an advisory capacity to the state forester. The FSCC recommends direction and strategies for the Forest Stewardship Program. The FSCC meets 2-4 times per year. Minutes document motions and recommendations made by the FSCC.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 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 Forestry, Fire and State Lands

**SERIES:** 30300 3
**TITLE:** Forest Stewardship Program records
**DATES:** 2012-
**ARRANGEMENT:** Chronological.
**DESCRIPTION:**

The Forest Stewardship Program (FSP) of the U.S. Forest Service works in partnership with state forestry agencies, cooperative extension, and conservation districts to connect private landowners with the information and tools they need to manage their forests and woodlands. Records may include Forest Stewardship Plans and guidelines, Forest Stewardship Plan Monitoring Forms, and files related to landowner assistance and education.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and project analysis records, GRS-1277.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 30300
**TITLE:** Forest Stewardship Program records

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2)(a)(b) (2021)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2022.

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25747 3
**TITLE:** Forest Water Quality Guideline Monitoring records
**DATES:** 2002-
**ARRANGEMENT:** Numerical by registration and notification numbers
**ANNUAL ACCUMULATION:** 0.30 cubic feet.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands is responsible for administering the Utah Forest Practices Act (Chapter 65A-8a) (2004). This law directs the division to monitor the application and effectiveness of the Forest Water Quality Guidelines (FWQG). The monitoring process involves periodic inspections of timber sale activity on non-federal lands where the landowner gives the division permission to enter the lands. The process also involves post-harvest audits to document the application and effectiveness of FWQG, and the relative success in minimizing non-point source pollution (erosion and sedimentation). Documents in the series include forms containing operator and landowner information, location of sale activity, site description, FWQG practices implemented, FWQG application and effectiveness ratings (audits), and summary reports.

**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:** 06/2005

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

Based on UCA 65A-8a.

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25747
**TITLE:** Forest Water Quality Guideline Monitoring records

(continued)

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 10087 3
**TITLE:** General ledger year to date edit lists
**DATES:** 1992-
**ARRANGEMENT:** None
**DESCRIPTION:**

General accounts ledger, showing debit and credit entries, and reflecting expenditures in summary.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25648 1
**TITLE:** Grazing permit records
**DATES:** 1984-
**ARRANGEMENT:** Numerical by grazing permit number
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands manages approximately 1.5 million acres of sovereign land. The Division authorizes various uses for this land, including grazing by livestock. Grazing permits, as authorized by law (UCA 65A-9-2 (2004)), allow individuals or corporations to lease State land under terms and conditions established by the state. The documents in these files include applications, notes, correspondence, supporting documentation, formal records of decision, and grazing permits.

**RETENTION:**

Retain for 10 year(s) after expiration of permit or license

**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 10 years after expiration and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25414 3
**TITLE:** Great Salt Lake management plan
**DATES:** 1965-
**ARRANGEMENT:** Chronological by planning project date
**DESCRIPTION:**

These are plans for protecting the ecosystem and environs of the Great Salt Lake while promoting balanced multiple resource uses. They were created as part of the agency's responsibility to produce plans of this nature. The plans were created to enhance the management of the area; provide information and guidance in the form of recommendations to federal, state and local governments; and recommend legislation. Records include maps, proposals, research data, and background information.

**RETENTION:**

Permanent. Retain for 20 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:** 03/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 20 years 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 Forestry, Fire and State Lands

**SERIES:** 25414
**TITLE:** Great Salt Lake management plan

(continued)

**APPRAISAL:**

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

This retention is based upon the historical value of these records in documenting the environs of the Great Salt Lake and the agency's plan to protect the area.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25668 3
**TITLE:** Inmate payroll and reporting records
**DATES:** 1985-
**ARRANGEMENT:** Chronological by month.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands operates the Lone Peak Conservation Center next to the state prison in Draper. The Department of Corrections cooperates with the Division by making prison inmates available to serve as a work force for the seeding nursery. The records document the hours inmates work and reconcile inmate payroll with Utah Correctional Industries (UCI) and with interagency transfer (IAC) charges from UCI. The series includes inmate time and attendance sheets, UCI payroll forms, IAT copies from UCI, work reports on individuals, c-notes on behavior, injury documents, and training documents for worker protection standards and equipment operations.

**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:** 04/2005

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25910 3
**TITLE:** Mineral leases
**DATES:** 1946-
**ARRANGEMENT:** Numerical by mineral lease number
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands manages approximately 1.5 million acres of sovereign land. As part of management responsibilities, the Division issues and administers mineral leases for the production of mineral resources, including oil and gas, from sovereign land. The minerals dissolved in the water of Great Salt Lake are owned by the state and made available by the Division for extraction under the terms of a mineral lease when some production facilities are on sovereign land, or by a royalty agreement when no production facilities are located on sovereign land. Records include mineral lease applications, notes, correspondence, diagrams, and mineral lease or royalty agreement documents.

**RETENTION:**

Permanent. Retain for 20 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:** 09/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

Mineral leases document the history of mineral rights on sovereign land.

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25910
**TITLE:** Mineral leases

(continued)

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25665 3
**TITLE:** Mineral royalty reports
**DATES:** 1952-
**ARRANGEMENT:** Alphabetical by company name, thereunder chronological by month or quarter.
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands manages approximately 1.5 million acres of sovereign land. The management responsibilities include issuance of mineral leases on this land where appropriate. The Division also administers mineral leasing on State lands other than School and Institutional Trust lands. If the lands under lease are put into production, the lease terms specify the period within which royalty reports and royalty payments are to be submitted to the Division. The Division uses lease information to monitor production and conduct audits of production and payments. These records include mineral production data and royalty payment information provided by the leasee for specified time periods.

**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:** 04/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25665
**TITLE:** Mineral royalty reports

(continued)

**PRIMARY DESIGNATION:**

Exempt — This classification is provided for in UCA 63G-2-301(2)(p).

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25674 3
**TITLE:** Monthly revenue transaction detail report
**DATES:** 1994-
**ARRANGEMENT:** Chronological by month, thereunder numerical by cash receipt number.
**ANNUAL ACCUMULATION:** 0.20 cubic feet.
**DESCRIPTION:**

The records in this series are used to show FINET entry for payments received on leases and permits. It also is used to audit the accuracy of FINET entries to bank deposits.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25655 3
**TITLE:** Non-forest legacy conservation easements
**DATES:** 2002-
**ARRANGEMENT:** Alphabetical by grantor's name
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

Conservation easements are created for the purpose of preserving open space. The division currently holds some conservation easements negotiated by local governments then transferred to the Division of Forestry, Fire and State Lands as holder (grantee) of the easement. The existing easements relate to protection of the Jordan River corridor, but other areas of the state may be included later. The division monitors the affected property to insure the grantor's actions on the property are in compliance with terms of the conservation easement. Conservation easements are drafted, signed, and recorded at county recorder's offices. Records in this series include correspondence and recorded documents (usually a deed of conservation easement), which includes a legal description of the property involved and terms and requirements associated with the easement.

**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:** 06/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25655
**TITLE:** Non-forest legacy conservation easements

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25756 3
**TITLE:** Operator notification files
**DATES:** 2002-
**ARRANGEMENT:** Chronological by intent and notification number
**ANNUAL ACCUMULATION:** 0.30 cubic feet.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands administers the Utah Forest Practices Act (UCA 65A-8(a) (2004)). The law requires timber operators to register with the division and to provide thirty days advance notice of their intent to conduct forest practices, which are reforestation or tree harvesting activities. Notifications include names of land owners and operators as well as descriptions of location and extent of forest harvesting. The division acknowledges registration by issuing a notification of intent number. The division also provides operators with guidance, technical assistance, and information on water quality guidelines. This process helps the division to track timber harvesting activities on state and private land in Utah.

**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:** 06/2005

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25745 3
**TITLE:** Operator notifications of intent to conduct forest practices
**DATES:** 2002-
**ARRANGEMENT:** Chronological by registration and notification number
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands administers the Utah Forest Practices Act (Utah Code 65A-8a(2001)), which requires timber operators to register with the division and provide notice of intent to conduct timber harvesting operations. Notifications document the locations and extent of the forest harvesting, and include the registration number.

**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:** 11/2016

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 10 years 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 as they document the management of the state's forest, a vital environmental resource.

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25745
**TITLE:** Operator notifications of intent to conduct forest practices

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2016.

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25671 3
**TITLE:** Payroll records
**DATES:** 1969-
**ARRANGEMENT:** Chronological by pay period date.
**ANNUAL ACCUMULATION:** 0.50 cubic feet.
**DESCRIPTION:**

Display of earnings, deductions, taxes, net income, and warrant or direct deposit information. These documents are prepared and used for payroll disbursement.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25659 3
**TITLE:** Personal fire fighter information
**DATES:** 1975-
**ARRANGEMENT:** Alphabetical by last name.
**ANNUAL ACCUMULATION:** 0.50 cubic feet.
**DESCRIPTION:**

These records identify fire fighter-related training and experience of persons who now work for or who previously have worked for the Division of Forestry, Fire and State Lands. The record of training and qualifications is needed to ensure that only persons qualified for various fire fighting assignments are given those assignments. In some cases the training and experience records are generated by the Division, in other cases they are generated by cooperating agencies and provided to the Division. The records include training certificates and evaluations, task books, fire experience, incident performance reviews and relevant correspondence.

**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:** 04/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after last entry and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25659
**TITLE:** Personal fire fighter information

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. based on UCA 63-3-302(1)(f)

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25743 3
**TITLE:** Policies and procedures manual
**DATES:** 1995-
**ARRANGEMENT:** By category: administration, fire, lands, forestry; thereunder numerically by policy number

**DESCRIPTION:**

The Division of Forestry, Fire and State Lands creates a policies and procedures manual to govern the administration of various programs within the organization. Records are kept in loose leaf binders from which they are removed and filed separately as they are superseded or revised.

**RETENTION:**

Permanent. Retain for 10 year(s) after superseded

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years after superseded 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 Forestry, Fire and State Lands

**SERIES:** 25906 3
**TITLE:** Press releases
**DATES:** 1994-
**ARRANGEMENT:** Chronological by date of release
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands sometimes prepares statements or announcements issued for distribution to the news media. A press release may be a textual record or a non-textual record such as a film or video sound recording.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

**AUTHORIZED:** 12-01-2014

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

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

Press releases document an agency's activities and history and provide ongoing research value.

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25906
**TITLE:** Press releases

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 23903 3
**TITLE:** Publications
**DATES:** 2001-
**ARRANGEMENT:** Chronological.
**DESCRIPTION:**

Records created by the agency, including pamphlets, newsletters, reports, directories, and other published or processed documents. These records include information on agency provided services, the Forest Stewardship Program, and other issues addressed by the Division of Forestry, Fire and State Lands. 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.

**APPRAISAL:**

These records have historical value(s).

These records serve to document the history of the agency through its services, activities and programs. Records may contain pamphlets, leaflets, manuals, and other published or processed documents created by the agency to inform the public of the agency's services and programs.

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 23903
**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25667 3
**TITLE:** Real property exchanges
**DATES:** 1997-
**ARRANGEMENT:** Numerical by exchange number.
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands manages approximately 1.5 million acres of sovereign land. As part of this management responsibility the Division establishes criteria for the sale, exchange, lease, or other disposition or conveyance of state lands (UCA 65A-7-1 (2004)). Land exchanges are used to adjust land ownership boundaries, to resolve trespass situations, and for other purposes. The Division maintains a written record of ownership adjustments. Deeds associated with exchanges are recorded at county recorder's offices. This series includes notes, correspondence and formal records of decision.

**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:** 06/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25667
**TITLE:** Real property exchanges

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25673 3
**TITLE:** Restricted revenue deposits
**DATES:** 1994-
**ARRANGEMENT:** Chronological by entry date.
**ANNUAL ACCUMULATION:** 1.00 cubic foot.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands received payments from sovereign land leasees and permittees for deposit in a restricted account (UCA 65A-5, et seq. (2004). The Division documents the accounts for which money was received, the date received, and verifies that the money received was deposited in the bank.

**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:** 06/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25653 3
**TITLE:** Rights of entry
**DATES:** 1988-
**ARRANGEMENT:** Numerical by right of entry number.
**ANNUAL ACCUMULATION:** 0.60 cubic feet.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands manages approximately 1.5 million acres of sovereign land (UCA 65A-7-1, et seq. (2004)). The Division's responsibility for managing State lands includes authorizing and monitoring those entering State land to conduct research for commercial purposes. Rights of entry track compliance with Division regulations. Documents in this series include applications and supporting documents, approvals, and rights of entry documents.

**RETENTION:**

Retain for 10 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/2005

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25653
**TITLE:** Rights of entry

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25651 3
**TITLE:** Sovereign land general permits
**DATES:** 1987-
**ARRANGEMENT:** Numerical by general permit number.
**ANNUAL ACCUMULATION:** 0.50 cubic feet.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands manages approximately 1.5 million acres of sovereign land. The Division issues various use authorizations for this land (see UCA 65A-7-1, et seq. (2004)). Federal, state and local agencies have the option to request that sovereign land uses such as easements and special use leases be authorized under a general permit. General permits are available at reduced cost and are available to persons who own land abutting sovereign land for boat launching, docking or mooring facilities. General permits are issued for terms up to 30 years and help the Division monitor activities on state lands. The documents in these files include applications, notes, correspondence, supporting documentation, formal records of decision, and general permits.

**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:** 06/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25651
**TITLE:** Sovereign land general permits

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25654 3
**TITLE:** Special use lease agreements
**DATES:** 1965-
**ARRANGEMENT:** Numerical by lease number
**ANNUAL ACCUMULATION:** 1.00 cubic foot.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands manages approximately 1.5 million acres of sovereign land. As part of management responsibilities, the Division may issue surface leases for commercial, industrial, or recreational purposes (other than grazing, mining, and oil or gas exploration). These leases may extend for periods up to 99 years (UCA 65A-7, et seq. (2004)). The records in this series track all special use lease agreements administered by the division. Documents include applications and supporting documents, approval documents, and use lease agreements.

**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:** 06/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25654
**TITLE:** Special use lease agreements

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25401 3
**TITLE:** Strategic and long range plans
**DATES:** 1979-
**ARRANGEMENT:** Chronological by plan date
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands manages Utah's sovereign lands and mineral estates for state lands other than the school and institutional trust lands. The Division also provides fire control and takes measures to protect Utah forests and watersheds. (UCA 65A-8-1). In order to carry out this mission, the Division creates both long range and strategic plans. Long-range plans have a three-year horizon. Strategic plans are revised annually and identify accomplishments and budget needs necessary to stay on track to accomplish long range plans. In addition to Division wide strategic and long-range plans, the Division also prepares strategic plans for specific programs, which are typically tied to federal funding. These programs deal with forest health, forest stewardship, nursery, forest legacy, volunteer fire assistance, state assistance, and forest land enhancement. This series includes mission descriptions, goals, objectives strategies, performance measures and budget forecasts.

**RETENTION:**

Permanent. Retain for 10 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:** 04/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25401
**TITLE:** Strategic and long range plans

(continued)

**APPRAISAL:**

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

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25670 3
**TITLE:** Time sheets
**DATES:** 1994-
**ARRANGEMENT:** Numerical by Org. number, thereunder alphabetical by last name.
**ANNUAL ACCUMULATION:** 3.00 cubic feet.
**DESCRIPTION:**

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**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 Forestry, Fire and State Lands

**SERIES:** 25669 3
**TITLE:** Travel reimbursements
**DATES:** 1994-
**ARRANGEMENT:** Alphabetical by last name, thereunder numerical by PV number.
**ANNUAL ACCUMULATION:** 2.00 cubic feet.
**DESCRIPTION:**

Correspondence, forms, and relating records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule. The purpose of the records in this series is to accurately record and reimburse employees for expenses incurred in both in-state and out-of-state travel.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Reimbursement files, GRS-1833.

**AUTHORIZED:** 01-11-2019

**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 Forestry, Fire and State Lands

**SERIES:** 25415 1
**TITLE:** U.S. Geological Survey (USGS) Great Salt Lake contracts
**DATES:** 1995-
**ARRANGEMENT:** Chronological by contract date
**ANNUAL ACCUMULATION:** 0.50 cubic feet.
**DESCRIPTION:**

These are contracts with the United State Geological Survey (USGS) regarding elevation readings of the north and south arms of the Great Salt Lake, and measuring flow volumes through the culverts and breach in the Union Pacific causeway on the lake. By contractual agreement the USGS provides information to the division (Division of Forestry, Fire and State Lands) as part of long-term salinity and lake level monitoring on the Great Salt Lake. The information is used by the division and other Department of Natural Resources (DNR) agencies to better understand the exchange of brines between the two arms of the lake in order to protect the lake ecosystem. The information includes contract beginning and ending dates, terms of agreement, authorizing signatures, and periodic reports on flow measurements.

**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 after last payment and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25415
**TITLE:** U.S. Geological Survey (USGS) Great Salt Lake contracts

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25663 3
**TITLE:** Utah Forest Legacy Program records
**DATES:** 1999-
**ARRANGEMENT:** Chronological year of project completion.
**ANNUAL ACCUMULATION:** 1.00 cubic foot.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands administers the Federal Forest Legacy Program under which funds are provided to the State to acquire conservation easements on private forest land. The intent is to protect environmentally important forest areas threatened by conversion to non-forest uses while allowing traditional uses of the private land. The Division works with conservation organizations and the Utah Quality Growth Commission to supplement the available federal funding. All easement acquisitions are conducted on a willing buyer-willing seller basis, and conservation easements are perpetual. Complete records are kept and referred to on a regular basis to monitor and assure the conservation easement values are protected. This series includes nomination forms, landowner consent forms, baseline data reports, option agreements, appraisals, appraisal reviews, funding information, title insurance, recorded deeds of conservation easement, warranty deeds, and rights of first refusal.

**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:** 06/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25663
**TITLE:** Utah Forest Legacy Program records

(continued)

**APPRAISAL:**

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

These records are considered permanent because they provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment. The annual Forest Legacy monitoring forms will be kept in an electronic format only and retained permanently.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2022.

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25656 3
**TITLE:** Withdrawals of land from leasing or permitting
**DATES:** 1994-
**ARRANGEMENT:** Alphabetical by name of project.
**DESCRIPTION:**

The Division of Forestry, Fire and State Lands manages approximately 1.5 million acres of sovereign land (UCA 65A-7-1 2004). Management responsibilities include issuance of land use authorizations such as grazing permits, easements, rights of entry, special use leases and general permits. The Division director, as trust officer of sovereign lands, periodically initiates a withdrawal of land from leasing and permitting if it has been determined that a withdrawal is in the best interest of the public trust. Withdrawals are generally temporary and provide land managers with the opportunity to look at the broad management picture as they gather data and solicit public input to assist in the development of long-term management plans. The records consist primarily of Director s agenda memoranda stating the location, purpose and duration of withdrawals.

**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:** 04/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Natural Resources. Division of Forestry, Fire and State Lands

**SERIES:** 25656
**TITLE:** Withdrawals of land from leasing or permitting

(continued)

**PRIMARY DESIGNATION:**

Public