Retention and Classification Report

Agency: School and Institutional Trust Lands Administration (2833)

102 South 200 East, #600
Salt Lake City, UT 84111
801-538-5114

Records Officer: _____

27572	Accounting records
30359	Agricultural, commercial, and residential special use lease
22701	Annual reports
24125	Audit records
29720	Board meeting records
30447	Bond records
16402	Contract of sale account cards
07208	Contract of sale and abstract pouches case files
17694	Correspondence
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30357	Easements and rights of way
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17729	Project Bold
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01016	Rejected mineral leases
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09819	State lands case files
30515	Surface revenue reports
84284	Timber land application and purchasing agreement files

AGENCY: School and Institutional Trust Lands Administration

SERIES: 27572 3
TITLE: Accounting records
DATES: 1996-
ARRANGEMENT: Alphabetical by vendor name. Numerical by journal entry.
ANNUAL ACCUMULATION: 25.00 cubic feet.
DESCRIPTION:

This series contains financial records processed through the state accounting system that document the expenditure and receipt of cash. Information includes payment invoices, purchasing records, travel reimbursements, lease payment revenue cards, journal entry, and the supporting related accounting records.

RETENTION:

Retain for 7 year(s) after final action

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 2 years and then destroy.

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

APPRAISAL:

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

These records are used administratively to process financial records that document agency accounts payable, accounts receivable, and journal entries.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 27572
TITLE: Accounting records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2019.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30359 3
TITLE: Agricultural, commercial, and residential special use lease agreements
DATES: 1994-
ARRANGEMENT: Alphanumerical by lease number.
DESCRIPTION:

These files contain documents associated with both expired and canceled agricultural, commercial, and residential special use lease agreements on lands administrated by the Trust Lands Administration in accordance with Utah Code 53C-4-201. The files may contain final and fully executed contracts, amendments, reviews, assignments, correspondence (including e-mail), application materials, director's actions, maps and/or drawings, photos, videos, accounting materials (receipts, copies of checks, etc.), bonding and insurance materials, environmental documentation, certified mail receipts and signature cards, cancellation notices, and other materials associated with leases.

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 Land use lease agreements, GRS-16587.

AUTHORIZED: 09-26-2022

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

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

These records retain their importance for documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies despite the passage of

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30359
TITLE: Agricultural, commercial, and residential special use lease agreements

(continued)

time.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2022.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 22701 3
TITLE: Annual reports
DATES: 1994-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

This series contains reports of activities from the previous year with information pertaining to the director's message, agency activities, land sales, archaeology, development, hunting, fishing, land management and finances. Also included in the report is a map showing trust lands located throughout the state. Duplicate copy is supplied by the State Library.

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 Annual or official reports, GRS-3.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

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

APPRAISAL:

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

AGENCY: School and Institutional Trust Lands Administration

SERIES: 22701
TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: School and Institutional Trust Lands Administration

SERIES: 24125 3
TITLE: Audit records
DATES: ca. 1980-
ARRANGEMENT: Alphabetical by company name.
ANNUAL ACCUMULATION: 10.00 cubic feet.
DESCRIPTION:

These records are collected by the agency's Audit group for the purpose of conducting audits of companies paying royalties to the School and Trust Lands Administration. The audits ensure that the agency receives the correct amount of royalties. Included are production information, sale information, correspondence, audit schedules and reports, and contracts for the sale of commodities. Examples of commodities are oil, gas, coal and gold.

RETENTION:

Retain for 10 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit work papers, GRS-1728.

AUTHORIZED: 10-24-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after file is closed and then destroy.

Computer data files: Retain in Office for 10 years after file is closed and then delete.

APPRAISAL:

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

AGENCY: School and Institutional Trust Lands Administration

SERIES: 24125
TITLE: Audit records

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(1);(2)(a); (4);and (33)(2008).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2019.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 29720 3
TITLE: Board meeting records
DATES: 1994-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These records document the meetings of the board, and include meeting minutes and any related materials. Minutes from 1896-1994 are found in series #1973: Meeting minutes (State Land Board). Records from 1896-1958 include Director's Actions.

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year 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).

Records document the decision-making of the executive body.

PRIMARY DESIGNATION:

Public

AGENCY: School and Institutional Trust Lands Administration

SERIES: 29720
TITLE: Board meeting records

(continued)

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2018.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30447 3
TITLE: Bond records
DATES: 1970-
ARRANGEMENT: Alphabetical by company name.
DESCRIPTION:

These are bonds in the form of a performance bond, surety bond, certificate of deposit, letter of credit, negotiable certificates of deposit, cashier's check, or receipt of cash provided by the operator as set forth in Utah Administrative Codes R850-21-800, R850-22-800, R850-23-800, and R850-24-600. The bond is used to ensure that the operator complies with all lease obligations. Information provided with bond includes the bond number, surety, well location, bond amount, power of attorney, and the date and terms of the bond.

RETENTION:

Retain for 1 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2023

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 1 year after final action and then delete.

APPRAISAL:

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

Bond remains active until all reclamation has been completed and finalized across all applicable leases, or any leases retained under the initial bond are assigned to the new lessee.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30447
TITLE: Bond records

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(2) (2022)

AGENCY: School and Institutional Trust Lands Administration

SERIES: 16402 3
TITLE: Contract of sale account cards
DATES: 1930-
ARRANGEMENT: None
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are cards which document and track payments for land sold by the division. The cards include the payment history of the property, the name and address of the buyer, the county, account number, dates payments were made, and when the final payment was made.

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: 09/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

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

Computer data files: Retain in Office permanently.

APPRAISAL:

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

This retention is based on agency and reference needs to document the land transactions of the state.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 16402
TITLE: Contract of sale account cards

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: School and Institutional Trust Lands Administration

SERIES: 7208 3
TITLE: Contract of sale and abstract pouches case files
DATES: 1930-
ARRANGEMENT: Alphanumerical by name and case number
DESCRIPTION:

Contract of sale files and abstract pouches are files developed on farm loans made from the Permanent School Fund. The files include documents and correspondence regarding the application, payment schedules, the failure to make payments, foreclosure on the property given as security for the loan, and subsequent resale of the property, These files are critical as a record of title to the land. They are made available to the title companies and attorneys in doing their research to establish chain of title. These files also contain sales documents and warranty deeds. These records are the only source for this information.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Real property files, GRS-1403.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then transfer to State Records Center. Retain in State Records Center for 75 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 7208
TITLE: Contract of sale and abstract pouches case files

(continued)

APPRAISAL:

These records have legal value(s).

This disposition is based on the legal value of these records in establishing title to the land. They are made available to title companies and attorneys in doing their research to establish chain of title. These records are the only source of this information.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2019.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 17694 3
TITLE: Correspondence
DATES: 1940-
ARRANGEMENT: Alphabetical by name of individual or agency
DESCRIPTION:

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements. Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

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

AGENCY: School and Institutional Trust Lands Administration

SERIES: 17694
TITLE: Correspondence

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: School and Institutional Trust Lands Administration

SERIES: 29719 3
TITLE: Director's actions
DATES: 1994-
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

These records contain all of the director's actions. Until 1958, the board meeting minutes were included together with the director's actions. For director's actions from 1896-1958, see series #1973: Meeting minutes (State Land Board). For director's actions from 1958-1994, see series #29745: Director's actions (State Land Board).

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 Executive internal committee records, GRS-1726.

AUTHORIZED: 12-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year 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).

Records document decision-making body and executive decisions.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 29719
TITLE: Director's actions

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2018.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30357 3
TITLE: Easements and rights of way
DATES: 1994-
ARRANGEMENT: Alphanumerical by lease number.
DESCRIPTION:

These files contain documents associated with both active and canceled easements and rights of way on lands administrated by the Trust Lands Administration in accordance with Utah Code 53C-4-203. The files may contain final and fully executed contracts, assignments, correspondence (including e-mail), application materials, director's actions, maps and/or drawings, photos, videos, accounting materials (receipts, copies of checks, etc.), bonding and insurance materials, environmental documentation, certified mail receipts and signature cards, cancellation notices, and other materials associated with the easements and rights of way.

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 Easement files, GRS-1016.

AUTHORIZED: 03-01-1988

FORMAT MANAGEMENT:

Paper: For records prior to and including 2022. Retain in Office until administrative value has been met 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.

Computer data files: Retain in Office permanently.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30357
TITLE: Easements and rights of way

(continued)

APPRAISAL:

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

These records have historical value as they document property use and ownership.

PRIMARY DESIGNATION:

Public

AGENCY: School and Institutional Trust Lands Administration

SERIES: 28781 3
TITLE: Executive correspondence
DATES: 1996-
ARRANGEMENT:
DESCRIPTION:

These records support the agency's function to generate revenue from Utah trust lands and grow the perpetual endowments for state educational institutions. Records document the executive decision-making of the agency director and include correspondence and related materials. Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.

RETENTION:

Permanent. Retain until separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office until separation and then transfer to State Archives with authority to weed.

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

AGENCY: School and Institutional Trust Lands Administration

SERIES: 28781
TITLE: Executive correspondence

(continued)

APPRAISAL:

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

These records are historically valuable for research as documentation of the agency's development and direction.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(9)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 29776 3
TITLE: GRAMA requests and appeals
DATES: 1994-
ARRANGEMENT:
DESCRIPTION:

These are records requests as provided under the Government Records Access and Management Act (GRAMA) (Utah Code 63G-2-204(2011)). Included with the GRAMA requests are any notices of denial, appeals or any other records related to the request.

RETENTION:

Retain for 2 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 2 years after final action and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: School and Institutional Trust Lands Administration

SERIES: 29776
TITLE: GRAMA requests and appeals

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	Utah Code 63G-2-302(1)(g,i,l) and (2)(c-e) (2019) Utah Code 63G-2-303 (2019)
Protected.	Utah Code 63G-2-305(1-2,4,6-12,16-18,22,24-27,31-34,36-37,42,51,5 6) and (23)(b) (2019)

AGENCY: School and Institutional Trust Lands Administration

SERIES: 85114 3
TITLE: Grazing permits
DATES: 1896-
ARRANGEMENT: Alphanumerical by lease number.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are permits for grazing of domestic stock by private farmers and ranchers. Records contain documents associated with expired, canceled, and terminated grazing permit records on lands administrated by the Trust Lands Administration in accordance with Utah Code 53C-4-201. The files may contain final and fully executed contracts, amendments, assignments, correspondence (including e-mail), application materials, director's actions, maps and/or drawings, photos, videos, accounting materials (receipts, copies of checks, etc.), bonding and insurance materials, environmental documentation, certified mail receipts and signature cards, cancellation notices, and other materials associated with grazing permits.

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: 08/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 85114
TITLE: Grazing permits

(continued)

APPRAISAL:

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

These records retain their importance for documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies despite the passage of time.

PRIMARY DESIGNATION:

Public

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30466 3
TITLE: Historical maps
DATES: 1896-
ARRANGEMENT: Alphanumerical by location.
DESCRIPTION:

Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information that has been created by the agency or its agents. They may include maps, charts, aerial photographs, and relief maps.

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 Cartographic records, GRS-1747.

AUTHORIZED: 11-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met 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 historical because they retain their importance for documenting legal status, rights, and obligations of individuals, groups, organizations, and governmental bodies despite the passage of time. They also contribute substantially to knowledge and understanding of the people and communities of our state.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30466
TITLE: Historical maps

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(2,3,6-9,12,22,26,27,31) (2022)

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30358 3
TITLE: Industrial and telecom special use lease agreements
DATES: 1994-
ARRANGEMENT: Alphanumerical by lease number.
DESCRIPTION:

These files contain documents associated with both active and canceled industrial and telecom special use lease agreements on lands administrated by the Trust Lands Administration in accordance with Utah Code 53C-4-201. The files may contain final and fully executed contracts, amendments, reviews, assignments, correspondence (including e-mail), application materials, director's actions, maps and/or drawings, photos, videos, accounting materials (receipts, copies of checks, etc.), bonding and insurance materials, environmental documentation, certified mail receipts and signature cards, cancellation notices, and other materials associated with leases.

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 Land use lease agreements, GRS-16587.

AUTHORIZED: 09-26-2022

FORMAT MANAGEMENT:

Paper: For records beginning in 1994 through 2021. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30358
TITLE: Industrial and telecom special use lease agreements

(continued)

APPRAISAL:

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

These records retain their importance for documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies despite the passage of time.

PRIMARY DESIGNATION:

Public

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30009 3
TITLE: Land Development project planning records
DATES: 1995-
ARRANGEMENT: Alphabetical by project name.
DESCRIPTION:

The Development Group manages approximately 1% of the lands managed by the Trust, in accordance with Utah Code 53C-1-302 (2011). These 100 tracts have higher potential surface values to the trust beneficiaries. The Development Group applies real estate development, land planning, land conservation, and legal and finance disciplines in its management of these special properties, as detailed in Utah Administrative Code R850-140 (2020). The Development Group works with the private sector, governmental groups and other interested parties on the tracts of land they manage.

The records in this series document the planning stage of the development process, prior to the development transaction. The full development process includes a planning stage, then one (or more) development transactions and supporting transactions. These records document the planning stage.

Records and information may include project planning records, copies of surveys, contracts, applications, financial documents, copies of maps and photos, purchasing transactions, RFPs (requests for proposal), and related correspondence. Records are organized by project, where a project is defined as a tract of land which will be developed as a unit throughout the development process.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Appraisal project records, GRS-700.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30009
TITLE: Land Development project planning records

(continued)

AUTHORIZED: 05-17-2018

FORMAT MANAGEMENT:

Paper copy: For records beginning in 1960 through 2022. Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(2,8,9) (2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30356 3
TITLE: Land sale records
DATES: 1896-
ARRANGEMENT: Alphanumerical by document sale date.
DESCRIPTION:

These records represent the implementation of Sections 6, 8, 10, and 12 of the Utah Enabling Act, Articles X and XX of the Utah Constitution, and Subsections 53C-1-302(1)(a)(ii) and 53C-4-101(1) of the Utah Code, which authorize the director to prescribe the terms and conditions for the sale, exchange, and other disposition or conveyance of trust lands, including procedures for determining fair market value of those lands. Records include historical entry logbooks of Offered Lands for Sale Register Books organized by County and Sale Register Books listed by Certificate of Sales.

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 Real property files, GRS-1403.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office permanently.

APPRAISAL:

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

These records are historical because they retain their importance for documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30356
TITLE: Land sale records

(continued)

despite the passage of time. They also contribute substantially to knowledge and understanding of the people and communities of our state.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(8,9) (2022)

AGENCY: School and Institutional Trust Lands Administration

SERIES: 14342 3
TITLE: Land transcripts
DATES: 1907-
ARRANGEMENT: Alphabetical by land category, thereunder by county
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records contain transcripts that document the acquisition of lands by the state of Utah for its use in various state activities. Each transcript has information concerning an individual parcel of land from the Approved Land list and documents the county where the land is located. Information includes county, land list number, total acres, intended use, date of selection, description of tracts, and land; section, township, and range.

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: 09/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the continued use of the land transcripts by the Lieutenant Governor's office.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 14342
TITLE: Land transcripts

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: School and Institutional Trust Lands Administration

SERIES: 24617 3
TITLE: Litigation and legal case files
DATES: 1994-
ARRANGEMENT: Alphanumerical by matter name and year.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records comprise litigation case files for all civil actions involving the Agency which can range from land ownership to lease disputes. Litigation documents include but are not limited to pleadings, legal research, correspondence, witness statements, maps, appraisals, environmental assessments, photos, and attorney notes.

The digital format is the record copy.

First amendment to this schedule: June 2021
Second amendment: May 2022

RETENTION:

Permanent. Retain for 50 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: 02/2003

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives.

Computer data files: Retain in Office permanently.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 24617
TITLE: Litigation and legal case files

(continued)

APPRAISAL:

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

These records are historical because the agency is the official record keeper of land ownership, sale, purchase, exchange, transfer, or use for all lands conveyed to the state of Utah by the federal government at statehood. This land ownership and usage provides evidence of effects of governmental programs and actions on individuals, communities, and the environment.

RETENTION JUSTIFICATION:

SITLA has extended administrative need for these records, and still refers back to previous case files after many years. SITLA has identified this retention as representative of their needs. -RMW

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(6),(8), and (17) (2021)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2022.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 6541 3
TITLE: Mineral lease and material permit files
DATES: 1919-
ARRANGEMENT: Alphanumerical by lease number
DESCRIPTION:

These files contain documents associated with both active and canceled mineral leases, which includes oil & gas, hard minerals, and material permits on lands administered by the Trust Lands Administration in accordance with Utah Code 53C-2-4. The files may contain final and fully executed contracts, assignments, royalty reports, correspondence (including e-mail), application materials, director's minutes, maps and/or drawings, photos, videos, accounting materials (receipts, copies of checks, etc.), bonding and insurance materials, overriding royalty spreadsheets, environmental documentation, certified mail receipts and signature cards, cancellation notices, and other materials associated with mineral leases.

These files may also contain records such as drafts of documents that have been reviewed by representatives of the proposed lessee, communication with attorneys representing the Trust Lands Administration, records revealing the location of mineral resources, commercial and financial information that could cause a competitive disadvantage or commercially injure the potential lessee, archaeological reports, geological information, and environmental documentation.

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: 08/1996

FORMAT MANAGEMENT:

Paper: For records beginning in 1919 and continuing to the present. Retain in Office until administrative value has been met

AGENCY: School and Institutional Trust Lands Administration

SERIES: 6541
TITLE: Mineral lease and material permit files

(continued)

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.

Microfilm duplicate: For records beginning in 1919 through 1984. Retain in State Archives permanently.

Microfilm master: For records beginning in 1919 through 1984. Retain in State Archives permanently.

Computer data files: Retain in Office permanently.

APPRAISAL:

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

This disposition is based upon the records' documentation of the leasing of state land for mineral purposes. They also document what areas have been mined, explored, drilled, and/or leased and when, which is helpful to future leasing and historical research.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(4),(18),(22),(35)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2019.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 26445 3
TITLE: Mineral royalty reports
DATES: 1985-
ARRANGEMENT: Alphabetical by company or individual name.
ANNUAL ACCUMULATION: 3.50 cubic feet.
DESCRIPTION:

These records contain documents submitted by lease holder operators reporting royalty production for any other minerals obtained on the agency leased lands. Royalties must be reported as stated in Utah Administrative Code R850-5-300.

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 Land use lease agreements, GRS-16587.

AUTHORIZED: 09-26-2022

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office permanently.

APPRAISAL:

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

These records are used administratively to record financial royalty production from land leasing. These records have historical value as they document the mineral leasing activities of the School and Institutional Trust Land Administration.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 26445
TITLE: Mineral royalty reports

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(2,27) (2022)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2023.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30193 3
TITLE: Oil & gas, mining, and renewable energy unit agreement records
DATES: 1939-
ARRANGEMENT: Alphabetical by Unit Agreement name.
DESCRIPTION:

The oil and gas, mining, and renewable energy groups at SITLA may manage specific types of leases known as unit agreements, communitization agreements, and pooling agreements. These agreements provide for the exploration and/or development of the leased lands and specified substances. Interest owners (lessees) commit to these agreements, and each agreement has a designated authorized owner. Pooling, and communitization or unitization of leases, are described further in Utah Administrative Codes R850-21-500(3), R850-22-500(5), R850-24-175(12), and R850-27-300(6).

Records and information may include unit agreements, unit operating agreements, communitization agreements, pooling agreements, maps, well determinations, confidential plans of development, photos, and related correspondence.

RETENTION:

Permanent. Retain for 10 year(s) after case is closed

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2021

FORMAT MANAGEMENT:

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives.

Computer data files: Retain in Office permanently.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30193
TITLE: Oil & gas, mining, and renewable energy unit agreement records

(continued)

APPRAISAL:

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

These records retain their importance for documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies despite the passage of time. Disposition is based upon the records' documentation of the leasing of state land for mineral purposes; they also document what areas have been mined, explored, drilled, and/or leased and when, which is helpful to future leasing and historical research.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(6),(7),(8),(9),(10b,e)(12),(18),(22),(26),(27),(31) (2021)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2022.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 10085 3
TITLE: Oil and gas royalty reports
DATES: 1960-
ARRANGEMENT: Alphabetical by company name.
ANNUAL ACCUMULATION: 2.50 cubic feet.
DESCRIPTION:

These records document royalties received by the School and Institutional Trust Lands Administration. These royalties are paid to the Administration by oil companies who have contracts to drill on trust lands. Information includes the amount of royalties received from each oil company. Royalties must be reported as stated in Utah Administrative Code R850-5-300.

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 Land use lease agreements, GRS-16587.

AUTHORIZED: 09-26-2022

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office permanently.

APPRAISAL:

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

This retention is based on the value of these records in tracking the activities of the oil and gas royalty production of the School and Institutional Trust Lands Administration.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 10085
TITLE: Oil and gas royalty reports

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(n)(iii) (2022)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2023.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 24126 3
TITLE: Personnel files
DATES: 1973-
ARRANGEMENT: Chronological by year, thereunder alphabetical by name
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

Employee records containing personal information about employees of the School and Institutional Trust Lands Administration. Information includes social security, tax withholding forms, employment eligibility, veteran's eligibility, driver's license number, etc. The records are used for determination of pay, work assignments, performance review. The records also document activities of the employee after hire.

RETENTION:

Permanent. Retain for 65 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: 07/2002

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 63 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

AGENCY: School and Institutional Trust Lands Administration

SERIES: 24126
TITLE: Personnel files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(f); (2)(a)(2008)

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30446 3
TITLE: Predesignated contracts
DATES: 1994-
ARRANGEMENT: Alphanumerical by lease number.
DESCRIPTION:

These files contain documents associated with both active and canceled predesignated contracts on lands administered by the Trust Lands Administration, in accordance with Utah Code 53C-4-203. Predesignated easements are defined as valid existing rights, county road claims, reciprocal easements (between government agencies), or a variety of other land use. The files may contain final and fully executed contracts, assignments, correspondence (including e-mail), application materials, director's actions, maps and/or drawings, photos, videos, accounting materials (receipts, copies of check, etc.), bonding and insurance materials, environmental documentation, certified mail receipts and signature cards, cancellation notices, and other materials associated with the predesignated transaction contracts.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Easement files, GRS-1016.

AUTHORIZED: 03-01-1988

FORMAT MANAGEMENT:

Paper: For records beginning in 1994 through 2021. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30446
TITLE: Predesignated contracts

(continued)

APPRAISAL:

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

These records have historical value as they document property use and ownership.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 17729 3
TITLE: Project Bold
DATES: undated
ARRANGEMENT:
DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

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 State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after completion of project file and then transfer to State Records Center. Retain in State Records Center for 99 years and then transfer to State Archives with authority to weed.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 24535 3
TITLE: Publications
DATES: 1994-
ARRANGEMENT: Chronological
DESCRIPTION:

Records created by the agency, including pamphlets, reports, and other published or processed documents. These records include information on trust lands, revenues, trust beneficiaries, and other issues addressed by the School and Institutional Trust Lands Administration. 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).

Publications document agency history and function. They have ongoing research value.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 24535
TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30360 3
TITLE: Range improvement projects
DATES: 1994-
ARRANGEMENT: Alphanumerical by lease number.
DESCRIPTION:

These files contain documents associated with both expired and canceled range improvement projects on lands administrated by the Trust Lands Administration in accordance with Utah Code 53C-4-201. The files may contain final and fully executed contracts, correspondence (including e-mail), application materials, director's actions, maps and/or drawings, photos, videos, accounting materials (receipts, copies of checks, etc.), bonding and insurance materials, environmental documentation, certified mail receipts and signature cards, cancellation notices, and other materials associated with the range improvement projects.

Range improvements can be non-structural and structural. Seedings are examples of non-structural range improvements. Fences or facilities such as wells or water pipelines are examples of structural improvements. These projects enhance or improve livestock grazing management, improve watershed conditions, enhance wildlife habitat, or serve similar purposes.

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 Adopted comprehensive development plans, GRS-653.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30360
TITLE: Range improvement projects

(continued)

APPRAISAL:

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

These records retain their importance for documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies despite the passage of time.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2022.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 1016 3
TITLE: Rejected mineral leases
DATES: 1975-
ARRANGEMENT: None
DESCRIPTION:

The state leased their lands to individuals and private companies for oil, gas, and mineral exploration. These records are rejected applications for mineral leases in the state. These records include the original application with application number, type of mineral to be leased, name of applying corporation, and proposed rent and royalty rates. Correspondence between the Department of Natural Resources and applicant, stating rejection of application are also included.

RETENTION:

Permanent. Retain for 20 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Real property files, GRS-1403.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 20 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

Records in this series document the decisions made by SITLA.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 1016
TITLE: Rejected mineral leases

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30471 1
TITLE: Section 29 records
DATES: 1995-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These files are based on the Tax Code Opportunity for Mineral Development of the Section 29 IRS code for tax credit on qualified fuel, including royalty approved January 4, 1996. The credit agreement applies to qualified fuel defined as gas produced from coal seams and tight formations wells drilled after December 31, 1979. The files may contain agreement contracts, correspondence, agency minutes, excel financial spreadsheet reports, and Internal Revenue Service tax forms.

RETENTION:

Retain permanently

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 value has been met 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.

Computer data files: Retain in Office permanently.

APPRAISAL:

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

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

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30471
TITLE: Section 29 records

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(27) (2022)

AGENCY: School and Institutional Trust Lands Administration

SERIES: 7045 3
TITLE: Selected lands purchase agreement files
DATES: 1899-
ARRANGEMENT: Numerical by case file number.
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These are contracts between individuals and the State Board of Land Commissioners to purchase selected lands granted to the state by the federal government. These records continued to be created by succeeding agencies: the State Land Board, the Department of Natural Resources Division of State Lands and Division of State Lands and Forestry, and then the School and Institutional Trust Lands Administration. The Enabling Act, which authorized Utah statehood also granted to the state specified numbers of acres of land to support a variety of public institutions (Statutes at Large, Treaties, and Proclamations of the United States, vol. 28, chap. 188). These lands were to be sold and the money put in a permanent fund which would generate interest to support the specified institution. Granted land had to be selected by the state, approved by the federal government and then patented to the state. Each purchase agreement states that a certain named individual is making application to the agency for the selection of specifically described land. The person swears that he/she is a citizen of the United States and agrees to purchase the said land at a certain price once the lands have been selected by the State of Utah and a federal patent has been issued. The agreements specify the amount that will be paid for the land, the terms of payment, the amount of deposit, and verify that the land is not mineral in character. Information included in the agreements are the dates when the agreement was filed, when the land was selected and filed with the Salt Lake Land Office and when the selection was approved by the federal government. Other documents in each file may include correspondence between the agency and the prospective purchaser, correspondence between the agency and the United States Bureau of Land Management (BLM), maps, state selection lists, court documents if the land title was in dispute, copies of deeds or certificates of sale, and affidavits showing proof of publication notifying others that the agreement has been filed. If the purchaser does not verify native-born United States citizenship, the file will also contain documents proving naturalized citizenship. These records are critical to the agency's central function, and therefore must be accessible throughout the agency's existence.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 7045
TITLE: Selected lands purchase agreement files

(continued)

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Real property files, GRS-1403.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This appraisal is based upon the research value of these records in tracking the history of granted state land and the individuals who purchased the lands.

PRIMARY DESIGNATION:

Public

AGENCY: School and Institutional Trust Lands Administration

SERIES: 17726 3
TITLE: Selection lists
DATES: undated
ARRANGEMENT:
DESCRIPTION:

Applications and related correspondence, usually with the federal government, regarding the selection of school trust lands per title 43, chapter 20, sections 851-852 of the federal code.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30192 3
TITLE: Source and disposition records
DATES: 1896-
ARRANGEMENT: Alphanumerical by document type and number.
DESCRIPTION:

These records consist of various agency land title documents related to the acquisition and disposition of trust lands, and are used in land title research. Records include private and federal exchange files, United States acknowledgment of title, US Carey Act list, US letters, US patents, US school-land indemnity selection lists (a.k.a. clear lists) through land grants, state certificates of sale, state patents, dedications, and deeds. Deeds may include easements, quit claims, sheriff's deeds, water rights, and warranty deeds.

These records represent the implementation of Sections 6, 8, 10, and 12 of the Utah Enabling Act, Articles X and XX of the Utah Constitution, and Subsections 53C-1-302(1)(a)(ii) and 53C-4-101(1) of the Utah Code, which authorize the director to prescribe the terms and conditions for the sale, exchange, and other disposition or conveyance of trust lands, including procedures for determining fair market value of those lands.

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 Deed records, GRS-735.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office permanently.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30192
TITLE: Source and disposition records

(continued)

APPRAISAL:

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

These records are historical because they retain their importance for documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies despite the passage of time. They also contribute substantially to knowledge and understanding of the people and communities of our state.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2021.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 9819 3
TITLE: State lands case files
DATES: 1980-1991, 1994-
ARRANGEMENT: Numerical by case number, thereunder chronological
DESCRIPTION:

These records document legal investigations conducted on behalf of the Division of State Lands by the Attorney General's office. Case files contain complaints, investigative reports, discovery documents, correspondence, pleadings, affidavits, research notes and other attorney work product.

RETENTION:

Permanent. Retain for 32 year(s) after case is closed

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/2004

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until case is resolved and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives.

APPRAISAL:

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

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

AGENCY: School and Institutional Trust Lands Administration

SERIES: 9819
TITLE: State lands case files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(16)(17) (2008)

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30515 3
TITLE: Surface revenue reports
DATES: 1985-
ARRANGEMENT: Alphabetical by company or individual name, thereunder numerical by lease number.
DESCRIPTION:

These records contain documents submitted by lease holders for special surface revenue transaction type of reporting percentage rental, percentage rent on fuel sales, and/or volume reported in gallons/barrels. Product types of revenue are salt water injection wells and electricity. Revenue must be reported as stated in Utah Administrative Code R850-5-200(2).

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 Land use lease agreements, GRS-16587.

AUTHORIZED: 09-26-2022

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office permanently.

APPRAISAL:

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

These records are used administratively to record financial revenue reporting from land leasing. These records have historical value as they document the surface leasing activities of the School and Institutional Trust Land Administration.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 30515
TITLE: Surface revenue reports

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(2,27) (2022)

AGENCY: School and Institutional Trust Lands Administration

SERIES: 84284 3
TITLE: Timber land application and purchasing agreement files
DATES: 1896-
ARRANGEMENT: Alphanumerical by permit.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records are used to document permits issued to harvest timber on state land and the leasing of state timber land. Includes correspondence, lease agreements, cash receipts and supporting documentation, amendments to timber applications, applications of notice of timber sales, affidavit of publication, newspaper clippings of sales, and some publications by the United States Department of Agriculture.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1989

FORMAT MANAGEMENT:

Paper: For records beginning in 1896 through 2022. Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

Microfilm master: For records beginning in 1896 through 1984. Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1896 through 1984. Retain in State Archives permanently.

Computer data files: Retain in Office permanently.

AGENCY: School and Institutional Trust Lands Administration

SERIES: 84284
TITLE: Timber land application and purchasing agreement files

(continued)

APPRAISAL:

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

These records document the permitting and leasing of timber land in Utah since 1896. This is the only known record of this information in the state. A register exists which contains some of the information in these records but it did not begin until August 1906 (See RS #84388). Current records of this series are still being used by the Division of State Lands and Forestry.

PRIMARY DESIGNATION:

Public