Retention and Classification Report

Agency: Department of Natural Resources. Division of Oil, Gas, and Mining. Coal Regulation (3219)
1594 West North Temple Suite 1210
Salt Lake City, UT 84116

Records Officer: _____

08628	Coal Program correspondence files
81695	Coal mine files
07746	Inspection and Enforcement assessment log
07744	Inspection and Enforcement state monthly inspection report
81698	Legal agreement files
08629	Mined Land Reclamation Program coal mining and reclamation r
81694	Mining and reclamation plan records

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

SERIES: 81695 3
TITLE: Coal mine files
DATES: 1975-
ARRANGEMENT: Numerical by mine number then under, chronological by date
ANNUAL ACCUMULATION: 7.00 cubic feet.
DESCRIPTION:

The Utah Coal Program regulates the surface effects of coal mines and ensures reclamation as required under the Surface Mining Control and Reclamation Act of 1977 and UCA 40-10, et seq. This series includes permit application information, records of the review process of the permit application, records of inspections of mining operations and the results, and all other information relating to the monitoring of coal mining activities.

RETENTION:

Permanent. Retain for 55 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 5 years and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

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

APPRAISAL:

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

This disposition is based on the secondary research value of the coal mine files to document the history of mining activity throughout the state.

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

SERIES: 81695
TITLE: Coal mine files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Administrative Code R645-301-124-300.

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

SERIES: 8628 3
TITLE: Coal Program correspondence files
DATES: 1980-
ARRANGEMENT: Chronological by date
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

The Utah Coal Program regulates the surface effects of coal mining and ensures reclamation as required under the Surface Mining Control and Reclamation Act of 1977 and UCA 40-10-et, seq. This series includes business related correspondence and records that document the achievements, policies, procedures or functions of the office. This correspondence is filed separately from program case files and project files. Blaster certification records are also retained in the correspondence files.

RETENTION:

Permanent. Retain for 30 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 5 years 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.

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

APPRAISAL:

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

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

SERIES: 8628
TITLE: Coal Program correspondence files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(4)

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

SERIES: 7746 3
TITLE: Inspection and Enforcement assessment log
DATES: 1986-
ARRANGEMENT: Alphabetical by employee
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This is a record of the actions taken after a notice of violation has been issued and the dates that the actions were taken. It is used as a management tool to ensure all paperwork is completed timely. Information includes the notice of violation number, the permit number, the date issued, the log-in date, the date of inspection, the assessment date and the assessment amount.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This is only used to control the flow of work in the office and has only administrative value.

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

SERIES: 7744 3
TITLE: Inspection and Enforcement state monthly inspection report
DATES: 1982-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These are monthly reports sent to the Office of Surface Mining reporting on state's mining regulatory activities. Information includes permit activities (applications received, permit issued, amendments received, and permit amendments issued), the number of active and reclamation mines, the number of exploration applications and permits, and the number of regulated facilities. For each category numbers are given for the number on federal and non-federal land and of the number of acres.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This record summarizes mining activity in the state and has long term research value.

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

SERIES: 81698 3
TITLE: Legal agreement files
DATES: 1982-
ARRANGEMENT: Numerical by mine number
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

The Utah Coal Program regulates the surface effects of coal mines and ensures reclamation as required under 30 CFR Part 800.11 and under UCA 40-10-15. The Division grants permits for all surface coal mining and ensures reclamation by requiring bonds for the performance of necessary reclamation activities. The amount of bonds is sufficient to assure completion of reclamation if the work were to be performed by the division. This series includes permits, records of bonds, insurance, and reclamation agreements.

RETENTION:

Permanent. Retain for 30 year(s) after superseded

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 5 years after superseded 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.

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

APPRAISAL:

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

This disposition is based on the record's secondary research value in documenting the history of coal mining activity and reclamation throughout the state.

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

SERIES: 81698
TITLE: Legal agreement files

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(4).

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

SERIES: 8629 3
TITLE: Mined Land Reclamation Program coal mining and reclamation rules and regulations
DATES: 1982-
ARRANGEMENT: Numerical by rule number.
DESCRIPTION:

These are the rules and regulations promulgated by the division under the authority of UCA Title 40.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded 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.

APPRAISAL:

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

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

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

SERIES: 8629
TITLE: Mined Land Reclamation Program coal mining and reclamation rules and regulations

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PRIMARY DESIGNATION:

Public

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

SERIES: 81694 3
TITLE: Mining and reclamation plan records
DATES: 1981-
ARRANGEMENT: Numerical by mine number.
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

The Utah Coal Program regulates the surface effects of coal mines and ensures reclamation as required under the Surface Mining Control and Reclamation Act of 1977 and under UCA 40-10, et seq. This series includes records relating to plans for how mining will be conducted, the impact it will have on the environment, and how mining companies plan to restore the land. Information includes the type of business entity; the name, address, and telephone number of the sole proprietor, officer, partner, principal shareholder, or director; all names under which the applicant previously operated a mine; a statement of pending or previous mine permits; the name and address of the mineral rights holder and all property owners; a statement of all contiguous lands held by the applicant; a statement of previous violations; proof of insurance; and proof of publications. Environmental information includes the status of the land involved, climatological information, vegetation information, soil resources information, land-use information, and maps of the area. Reclamation plans include operation plans, air pollution control plans, fish and wildlife plans, reclamation plans, hydrologic information, geologic information, post-mining land use suggestions, and plans for disposal of excess soil and for protection of public parks and historic places.

RETENTION:

Permanent. Retain for 13 year(s) after final action

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

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

SERIES: 81694
TITLE: Mining and reclamation plan records

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office until phase 3 bond release has been approved 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 until administrative need ends and then delete.

APPRAISAL:

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

This disposition is based on the record's secondary research value in documenting the history of coal mining activity and reclamation throughout the state.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Administrative Code R645-301-124-300.