

STATE AGENCIES

Utah State Archives

Parent Agency: Human Services
Aging and Adult Services

Agency: Department of Human Services. Division of Aging and Adult
Services (2)
195 North 1950 West
Salt Lake City, UT 84116
801-538-3910

Records Officer: Nels Holmgren

AGENCY: Department of Human Services. Division of Aging and Adult Services

SERIES: 17234

2

TITLE: Annual program monitoring records

DATES: 1984-

ARRANGEMENT: Alphanumerical by district, thereunder chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

The division contracts with the Area Agencies on Aging (AAA) to provide programs and services for Utah's elderly, and is required to visit the agencies to ensure that they are in compliance with all division policies and federal guidelines (Utah Code 63A-3-104(9)(b)(2012)). These records document the annual review of area agencies' financial management and program instructions, and may include client surveys, case file reviews, review results, recommendations, followup, and all related correspondence.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Paper: For records prior to and including 2011. Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

Utah State Archives

Parent Agency: Natural Resources Department
State Lands and Forestry

Agency: Department of Natural Resources. Division of Forestry, Fire and
State Lands (1125)
1594 West North Temple, Suite 3520
Box 145703
Salt Lake City, UT 84114-5703
801-538-5555

Records Officer Jamie Barnes

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

SERIES: 25745

2

TITLE: Operator notifications of intent to conduct forest practices

DATES: 2002-

ARRANGEMENT: Chronological by registration and notification number

ANNUAL ACCUMULATION:

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 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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:

Administrative Historical

These records are considered historical as they document the management of the state's forest, a vital environmental resource.

PRIMARY DESIGNATION:

Public

UTAH STATE ARCHIVES AND RECORDS SERVICE
RETENTION SCHEDULE AND CLASSIFICATION REVIEW

OCTOBER 14, 2016

AGENCIES SUBMITTING RECORD SERIES

AGENCY

NUMBER OF
RECORD SERIES

STATE AGENCIES

Human Services

Aging and Adult Services. 1

Natural Resources Department

Lands and Forestry. 1

TOTAL RECORD SERIES SCHEDULED:	2	
TOTAL VOLUME:	0.00	CUBIC FEET
TOTAL ANNUAL ACCUMULATION:	2.00	CUBIC FEET

I have read the enclosed record series and concur with proposed retentions and dispositions, except for any noted substantive changes.

State Records Committee Member

Date