

# Utah State Archives

**Parent Agency:** Human Services  
Aging and Adult Services

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

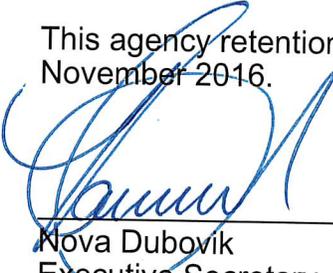
**Records Officer** Nels Holmgren

17234 Annual program monitoring records

Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

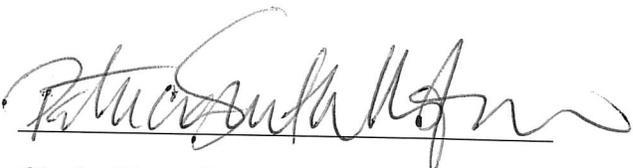
The Agency classifies its records under provisions of the Government Records Access and Management Act (UCA 63-2-101 et seq.). Classifications have not been approved by the State Records Committee.

This agency retention schedule was approved by the State Records Committee in November 2016.



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Nova Dubovik  
Executive Secretary  
State Records Committee



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Chair, State Records Committee

Date: 11/10/16

## Utah State Archives

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

**SERIES:** 17234

**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  
1594 West North Temple, Suite 3520  
Box 145703  
Salt Lake City, UT 84114-5703  
801-538-5555

**Records Officer** Jamie Barnes

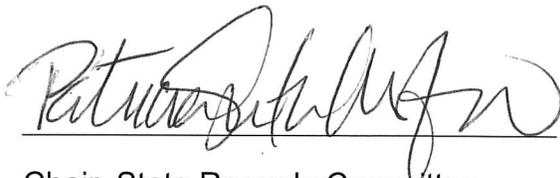
25745 Operator notifications of intent to conduct forest practices

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Nova Dubovik  
Executive Secretary  
State Records Committee

  
\_\_\_\_\_  
Chair, State Records Committee

Date: \_\_\_\_\_

11/10/16

## Utah State Archives

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

**SERIES:** 25745

**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