

STATE AGENCIES

Utah State Archives

Parent Agency: Natural Resources Department
Parks and Recreation

Agency: Department of Natural Resources. Division of Parks and
Recreation (797)
1594 W North Temple, Ste 116
P.O. Box 146001
Salt Lake City, UT 84114-6001
801-538-7220

Records Officer: Tammy Wright

AGENCY: Department of Natural Resources. Division of Parks and Recreation

SERIES: 28565

2

TITLE: Request for Proposals

DATES: 1990-

ARRANGEMENT: Chronological; thereunder alphabetical by surname

DESCRIPTION:

These are bids from qualified concessionaires to enter into a contract with the agency to provide services at State Parks. The Division of Parks and Recreation establishes the parameters of the contract; State Purchasing reviews the bids and passes the highest bid to Parks and Recreation. The Division of Parks and Recreation and State Purchasing both sign the Request for Proposals (RFPs). The bids may have a confidentiality notice or claim of business confidentiality form that includes language indicating that the document and any attachments are for the sole use of the bid process and/or Division and may contain proprietary, confidential, or privileged information.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: 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 Legal

These records document decisions regarding the award of contracts and are valuable in case any legal issues arise from the bidding and contractual process.

RETENTION JUSTIFICATION:

AGENCY: Department of Natural Resources. Division of Parks and Recreation

SERIES: 28565

TITLE: Request for Proposals

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. Utah Code 63G-2-305(4),(6),(7) 2014

Utah State Archives

Parent Agency: Natural Resources Department
Wildlife Resources Division

Agency: Department of Natural Resources. Division of Wildlife Resources.
Bureau of Law Enforcement (1771)
1594 West North Temple
P.O. Box 146301
Salt Lake City, UT 84114-6301
538-4700

Records Officer: Holly Betteridge

AGENCY: Department of Natural Resources. Division of Wildlife Resources.
Bureau of Law Enforcement

SERIES: 4420

2

TITLE: License suspension files

DATES: 1920-

ARRANGEMENT: Alphabetical by licensee's surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records are created by wildlife enforcement officers to revoke the hunting or fishing license of an individual who has violated the rules and regulations of the wildlife code. These records provide justification for suspending licenses and background information for subsequent violation investigations. Records may include notice of the license suspension, the hearing officer's decision and order report, a notice of right to appeal decision, and a certificate of service indicating that the individual received the citation via certified mail.

RETENTION:

Retain 65 years.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until scanned, checked for quality, input into database and then destroy.

Computer data files: Retain in Office for 65 years and then delete provided revocation period has expired.

APPRAISAL:

Administrative

This retention is based upon the administrative needs of the agency, as they enforce Utah Code 23-19-9 (2011). Due to the fact that offenders are often repeat offenders, it is valuable to have an offender's record for the duration of his life.

Previous retentions were 30 years and 5 years after revocation period expires.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Bureau of Law Enforcement

SERIES: 4420

TITLE: License suspension files

(continued)

RETENTION JUSTIFICATION:

It is helpful for the agency to have a criminal violation history to reference when new offenses occur, which is a common trend. Those who poach as young adults tend to poach as old adults, too, so it is valuable to have an offender's record for the duration of his life.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. Utah Code 63G-2-305 (10) 2014

UTAH STATE ARCHIVES AND RECORDS SERVICE
RETENTION SCHEDULE AND CLASSIFICATION REVIEW

AUGUST 28, 2014

AGENCIES SUBMITTING RECORD SERIES

AGENCY

NUMBER OF
RECORD SERIES

STATE AGENCIES

Natural Resources Department
Parks and Recreation. 1
Wildlife Res. Law Enforcement. 1

TOTAL RECORD SERIES SCHEDULED:	2	
TOTAL VOLUME:	0.00	CUBIC FEET
TOTAL ANNUAL ACCUMULATION:	1.00	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