

Utah State Archives

Parent Agency: Natural Resources Department
Parks and Recreation

Agency: Department of Natural Resources. Division of Parks and Recreation
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Records Officer Tammy Wright

28565 Request for Proposals

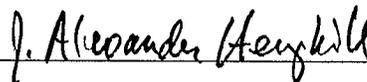
Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

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 September, 2014.



Nova Dubovik
Executive Secretary
State Records Committee



Chair, State Records Committee

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

SERIES: 28565

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.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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.

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(continued)

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.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

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