

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

SERIES: 4420

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 or until revocation period ends, whichever is greater.

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 until scanned, checked for quality, input into database and then destroy.

Computer data files: Retain in Office for 65 years or until revocation period ends, whichever is greater, and then delete.

Utah State Archives

Parent Agency: Natural Resources Department
Wildlife Resources Division

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

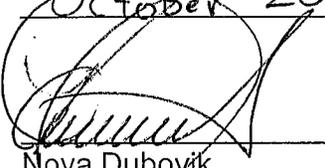
Records Officer Holly Betteridge

04420 License suspension files

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

October 2014.


Nova Dubovik
Executive Secretary
State Records Committee



Chair, State Records Committee

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(continued)

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.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

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