

GRS Update Proposal 2210

Land use lease agreements (GRS# TBD) (New Schedule)

Title

Land use lease agreements (GRS# TBD)

Description

These records are land use lease agreements and related documentation. The agreements may be related to mineral, oil, industrial, energy, telecommunications, agricultural, or other special uses. Grazing permits do not follow this schedule.

Retention and Disposition

Permanent. Records may be transferred to the archives.

Explanation for update

State agencies such as the Utah School and Institutional Trust Lands Administration (SITLA) and the Department of Natural Resources—Division of Forestry, Fire and State Lands negotiate land use agreements for lands they administer. There is currently no general retention schedule for these lease agreements and related documentation, and we determined that a schedule would help make the process for creating these record series more efficient.

Feedback

Brooke Smith

Sun, Jul 17,
11:05 AM (21
hours ago)

to me

I approve of this addition. Thank you.

Tara Pentz

7:51 AM
(2 hours
ago)

to me

Matthew,

I do have a concern about some of these being permanent records... for instance, the telecommunications, we have lease agreements for space on water towers, billboards. They do change over time, and we have renewals. Are you wanting to keep these forever? Our Lease Agreements / Service Agreements that have renewals say every year... that would be so many records to maintain.

I'm not sure why there would be a need to keep them permanently.

Thank you

Tara

Hi Tara,

Thank you for your feedback. You raise a really good point. I will include it in further discussion. I wonder if excluding telecommunications agreements from this schedule would be a good way forward.

Thank you,

Yes, mineral rights, oil etc... seem much different than Telecommunications. I wouldn't have an issue retaining those types of agreements. They typically tend to be very long-term.