Retention and Classification Report

Agency: Department of Natural Resources. Division of Water Resources (1333)

1594 West North Temple
Salt Lake City, UT 84116
801-538-7230

Records Officer: _____

25378	Director's administrative records
25387	Director's federal agency interaction records
25380	Director's state agency interaction records
11748	Drought relief records
82013	Engineering drawings
22691	Ground-water conditions reports
22694	Hydrologic basin reports
11745	Interstate streams files
27284	Legal files for agreements
15111	Motion pictures
09464	Private consultants files
22696	Publications
02551	State water plan reports
18673	Water education and conservation files
05586	Water loans records
11746	Water project withdrawal records
01983	Water related land use reports
05869	Water resources and development maps
11747	Water resources construction records

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 25378 3
TITLE: Director's administrative records
DATES: 1967-
ARRANGEMENT: Alphabetical by subject, thereunder chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records detail the general activities of the Director and his support staff, and document the director's role in agency workings, activities, programs and projects. Included are correspondence, audits, proposals, appointments, legislative bills and general personnel information. Also includes records of programs and projects the Director is directly involved in, such as water education; drought review; water conservation; Great Salt Lake, West Desert, wilderness issues and correspondence concerning general activities in Utah's eight river basins.

RETENTION:

Retain for 8 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, historical, and/or legal value(s).

This retention is based upon the value of these records in documenting the primary functions of the agency.

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 25378
TITLE: Director's administrative records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 25387 3
TITLE: Director's federal agency interaction records
DATES: 1967-
ARRANGEMENT: Alphabetical by subject, thereunder chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records document the interaction between the Division and federal agencies and national committees with which it shares common interests, issues and responsibilities. Examples of federal agencies and national committees include the Congress, the Department of Agriculture, the Forest Service, the Corps of Engineers, the Bureau of Land Management, Bureau of Reclamation, Department of Energy and the Central Utah Water Conservancy District (CUP). Examples of national committees include the Western State Water Council, National Water Commission, the American Water Resources Association, the Grand Canyon Trust and the Groundwater Coordinating Council. Records include correspondence, cooperative agreements, documentation of actions taken and supporting documentation.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years or until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 25387
TITLE: Director's federal agency interaction records

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 25380 3
TITLE: Director's state agency interaction records
DATES: 1967-
ARRANGEMENT: Alphabetical by subject, thereunder chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These records document the interaction between the Division and other Department of Natural Resources divisions and state departments with which it shares common interests, issues, and responsibilities. Examples of interactions are the Echo Creek Project with the Department of Agriculture addressing erosion issues, and information requested by and provided to the Governor's office regarding water resources issues. Examples of other agencies interacted with are the Division of Water Rights, Division of Parks and Recreation, Utah State University Water Research Laboratory (UWRL), Division of State History, Division of Water Quality, Water Development Coordination Council, and other Legislative committees. Records include correspondence, minutes, speeches, research papers, copies of Administrative Rules and background documentation.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years or until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 25380
TITLE: Director's state agency interaction records

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 11748 4
TITLE: Drought relief records
DATES: 1977-
ARRANGEMENT: Alphabetical by project name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Applications, feasibility reports, construction drawings and documents, payment schedules, correspondence, and actions taken by the Board of Water Resources for financial assistance to farmers for emergency water resources to sustain basic livestock herds in accordance with the Emergency Water Resources Act(UCA 73-20(1992)).

RETENTION:

Retain for 5 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Feasibility studies, GRS-746.

AUTHORIZED: 01-02-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after project completion and then destroy.

Microfiche master: Retain in Archives for 5 years after project completed and then destroy.

Microfiche duplicate: Retain in Archives for 5 years after project completed and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

This disposition is based on the administrative needs of the agency and reflects the payment schedules generally negotiated with farmers.

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 11748
TITLE: Drought relief records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 82013 3
TITLE: Engineering drawings
DATES: 1980-
ARRANGEMENT: Numerical by number
ANNUAL ACCUMULATION: 99.00 cubic feet.
DESCRIPTION:

This is a set of the Division of Water Resources engineering drawings. They are 24" X 36". They pertain to all aspects of the division's statute authority to administer Utah Water Development Programs. Included in these records are drawings of projects of the Conservation and Development Fund such as the Little Dell Reservoir, the Jordanelle Dam, and a water delivery system to the Sevier River Basin. There are also flood control engineering drawings that relate to the West Desert pumping project. The Revolving Construction Fund drawings document the division's involvement in small individual projects such as sprinkler systems.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then return original to Agency.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 82013
TITLE: Engineering drawings

(continued)

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 22691 3
TITLE: Ground-water conditions reports
DATES: 1964-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

Reports in this series, published cooperatively by the U.S. Geological Survey and the Utah Department of Natural Resources, Division of Water Resources and Division of Water Rights, provide data to enable interested parties to maintain awareness of changing ground-water conditions. These reports contain information on well construction, water-level changes, precipitation, streamflow, and chemical quality of water.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 22691
TITLE: Ground-water conditions reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 22694 3
TITLE: Hydrologic basin reports
DATES: 1969-
ARRANGEMENT: Chronological
DESCRIPTION:

These reports discuss water-related resources and the problems, needs and alternatives for conservation and development measures. The reports contain information pertaining to demographics and the economic future, water supply and use, management, regulations, water funding programs, water planning and development, agricultural water, drinking water, water quality, disaster and emergency response, fisheries and water-related wildlife, water-related recreation, water conservation, industrial water and groundwater.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

Disposition based on value of these records in documenting agency achievements, recommendations regarding conservation, programs, and functions in managing the state's important water resources.

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 22694
TITLE: Hydrologic basin reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 11745 4
TITLE: Interstate streams files
DATES: 1942-
ARRANGEMENT: Alphabetical by name of committee, thereunder chronological
DESCRIPTION:

Minutes, correspondence, studies, statements made before government bodies, notes from meetings, and depletion data of Utah's rivers and streams referenced by division staff members of the committees. May include information on the following: Colorado River Basin Salinity Control Committee (CRBSC), Bear River Cimmission, Columbia River Commission, Pacific Southwest Interagency Committee (PSIAC), Columbia Basin Interagency Committee (CBIAC). Utah's involvement with the last two committees ended in 1987 and 1990 respectively.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then microfilm and transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 11745
TITLE: Interstate streams files

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
This disposition is based on the historical value of the records.

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 27284 3
TITLE: Legal files for agreements
DATES: 1948-
ARRANGEMENT: Alphabetical by title
DESCRIPTION:

These records are agreements and legal documents for projects. They also serve as reference information for future projects.

RETENTION:

Retain for 100 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2009

FORMAT MANAGEMENT:

Paper: Retain in Office until terms of agreement are accomplished and then transfer to State Records Center. Retain in State Records Center for 100 years and then destroy.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

These documents have legal value as agreements and also have historical value as a reference for future water resource projects.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 15111 3
TITLE: Motion pictures
DATES: 1973-
ARRANGEMENT: none
DESCRIPTION:

Holdings: "Keeping Utah's Water in the Future", ca. 1973 (movie) ; First edition Bateman Motion Picture Productions regarding the Bear River with Brent Bingham, undated (movie); "Wonders of Water", a joint production of the division and the Bureau of Reclamation, 1995 (VHS videocassette tape); "Water Follies"; "Water; A Never Ending Story"; and "Weather Modification Research on the Wasatch Plateau."

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Video recordings duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 9464 3
TITLE: Private consultants files
DATES: 1990-
ARRANGEMENT: None
DESCRIPTION:

These are reports written and prepared as a result of a performance audit on state agencies. They contain summary documentation on agency programs, operations and productivity.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 22696 3
TITLE: Publications
DATES: 1967-
ARRANGEMENT: Chronological
DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, water, irrigation, conservation, cloud seeding, history and all other activities of the Division of Water Resources. Consists primarily of isolated publications not part of a more specific series.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

Disposition based on value of these records in documenting agency achievements, programs, policies and functions with respect to managing the State's important water resources.

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 22696
TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 2551 3
TITLE: State water plan reports
DATES: 1948-
ARRANGEMENT: Chronological
DESCRIPTION:

This series contains reports about the state water plan with information pertaining to demographics and the economic future, water supply and use, management, regulations, state and federal water resources funding programs, water planning and development, agricultural water conservation and development, drinking water supplies development and management, water pollution control, disaster and emergency response, fisheries and water-related wildlife, recreational aspects of water development, federal water planning and development, water conservation, industrial water use, groundwater, river basins, and status reports.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 2551
TITLE: State water plan reports

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).

Disposition based on value of these records in providing important historical information on the state's water plan and management of this important resource.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 18673 3
TITLE: Water education and conservation files
DATES: 1986-
ARRANGEMENT: Alphabetical by subject, thereunder chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files were created by the division to record water education/conservation activities by the agency. Files include correspondence, information, awards banquets, and activities, (i.e., poster contests, water fairs), Project WET (Water Education for Teachers) administrative materials, water conservation studies, and so forth. Files may also include training materials and earlier subject files (e.g., Frank Williams Golf Water Proposal and correspondence, 1978-1987).

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 18673
TITLE: Water education and conservation files

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 5586 4
TITLE: Water loans records
DATES: 1975-
ARRANGEMENT: Alphabetical by city or special district
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

Records in this series include applications, selling information, agreements, transcripts, legal files, and bond closing checklist for financial assistance to municipalities and other political subdivisions for the acquisition, construction, improvement, or extension of new or existing water systems as provided for under UCA 73-10-23(1992). After construction, denial, or withdrawal of project, used to assist in the frequent reapplication by the municipality.

RETENTION:

Retain for 30 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

Maps: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

Microfilm master: Retain in State Records Center for 30 years and then destroy.

Microfilm duplicate: Retain in Office for 30 years and then destroy.

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 5586
TITLE: Water loans records

(continued)

APPRAISAL:

These records have administrative, and/or fiscal value(s).

This disposition is based on the administrative needs of the agency and reflects the general repayment schedule negotiated at the time of the loan.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 11746 4
TITLE: Water project withdrawal records
DATES: 1947-
ARRANGEMENT: Alphanumerical by project name, thereunder by project number
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

Applications for financial assistance, feasibility reports, actions of the Board ow Water Resources, and correspondence from cities, canal companies, irrigation companies, and special districts, for water needs (UCA 73-10-8,23,26 (1992)) that were denied or withdrawn. Also used to assist in frequent reapplication.

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

Slides: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs of the agency.

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 11746
TITLE: Water project withdrawal records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 1983 3
TITLE: Water related land use reports
DATES: 1968-
ARRANGEMENT: Chronological by publication date
DESCRIPTION:

The purpose of these reports is to present land use data for those portions of the study area that have a significant effect upon water resources. The reports contain information pertaining to irrigated croplands, dry croplands, farmsteads, residential areas, urban areas, stockyards, industrial areas, open water surface areas, mining areas, and natural vegetation and is presented through charts, graphs, tables and maps.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 5869 3
TITLE: Water resources and development maps
DATES: 1934-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

This series contains maps with information pertaining to reservoirs, dams, power plants, cities, towns, study areas, etc.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cartographic records, GRS-1747.

AUTHORIZED: 11-27-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

Disposition based on value of these maps which contain important information regarding management of the State's water resources.

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 5869
TITLE: Water resources and development maps

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 11747 4
TITLE: Water resources construction records
DATES: 1947-
ARRANGEMENT: Alphabetical by project name, thereunder numerical
ANNUAL ACCUMULATION: 6.00 cubic feet.
DESCRIPTION:

Applications, legal opinions, correspondence, and construction and feasibility reports for financial assistance (UCA 73-10-8,26,(1992)) to conserve and develop water resources. Information includes: selling of bonds, amount, dates, inspections of projects, work progress until completion of project, payments, completion of projects, and actions of the Board of Water Resources.

RETENTION:

Retain for 25 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after completion of project and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

Slides: Retain in Office for 5 years after completion of project and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Archives permanently.

APPRAISAL:

These records have administrative, and/or legal value(s).

This disposition is based on the administrative needs of the agency and reflects payment schedules negotiated at the time of construction. This series contains water records that have

AGENCY: Department of Natural Resources. Division of Water Resources

SERIES: 11747
TITLE: Water resources construction records

(continued)

ongoing value and should be retained beyond the disposition of the general retention schedule.

PRIMARY DESIGNATION:

Public