Retention and Classification Report

Agency: Department of Natural Resources. Division of Wildlife Resources. Hunter Education (1773)
1594 West North Temple
P.O. Box 146301
Salt Lake City, UT 84114-6301

Records Officer: _____

83506	Duplicate/transfer affidavits
27939	Hunter Education Program instructor time sheets
83522	Hunter education attendance roll sheets
83521	Hunter education instructor's certification files
83507	Hunter safety licenses

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Hunter Education

SERIES: 83506 3
TITLE: Duplicate/transfer affidavits
DATES: 1967-
ARRANGEMENT: alphabetical by name of hunter
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

This file contains Hunter Education Program duplicate and/or transfer affidavits. If hunters lose their card they can apply for duplicate cards. Hunters who have competed an International Hunter Education Association (IHEA) certified course elsewhere must transfer certification to Utah after establishing residency here. These cards are tracked by a computer program. The computer list is referred to much more frequently than the copy of the card and will be kept until administrative need ends.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 month or until administrative need ends and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

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

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Hunter Education

SERIES: 83506
TITLE: Duplicate/transfer affidavits

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Hunter Education

SERIES: 27939 3
TITLE: Hunter Education Program instructor time sheets
DATES: 1978-
ARRANGEMENT: numerical by class number and type
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are instructor time sheets for the various Hunter Education Program classes held by the state. The records are used to document courses taught and hours volunteered. Hours volunteered are used to document federal matching funds under the Pittman/Robertson Act. These time sheets include course information, instructor name, instructor ID number, telephone number, dates volunteered, and hours volunteered.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

Computer data files: Retain in Office for 1 year or until administrative need ends and then delete.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
The retention accommodates the time limits for federal audits.

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Hunter Education

SERIES: 83522 3
TITLE: Hunter education attendance roll sheets
DATES: 1983-
ARRANGEMENT: numerical by class number
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This file contains attendance roll sheets for the various Hunter Education Program classes held by the state. These roll sheets include instructor name, certification date of class, place, numbers of licenses issued, name of student and license number, age, telephone number, attendance and scores.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Hunter Education

SERIES: 83521 3
TITLE: Hunter education instructor's certification files
DATES: 1983-
ARRANGEMENT: alphabetical
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These files are the application and certification for an instructor to instruct hunter safety courses. Files include application information, certification number, and date of certification.

RETENTION:

Retain for 1 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after instructor's employment ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Hunter Education

SERIES: 83507 3
TITLE: Hunter safety licenses
DATES: 1978-
ARRANGEMENT: numerical by class number
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

According to UCA 23-19-11, persons born after December 31, 1965, must show proof that they have taken a hunter safety class before they can be issued a hunting license. Proof of licensing is kept in case of a lost card. However, the computer printout is referred to much more than the cards and will be kept until administrative need ends.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until administrative need ends and then destroy.

Computer data files: Retain in Office for 1 year or until administrative need ends and then update as necessary or erase.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Natural Resources. Division of Wildlife Resources. Hunter Education

SERIES: 83507
TITLE: Hunter safety licenses

(continued)

PRIMARY DESIGNATION:

Private