

## Retention and Classification Report

**Agency:** Department of Natural Resources. Division of Wildlife Resources. Habitat Section (1777)  
1594 West North Temple  
P.O. Box 146301  
Salt Lake City, UT 84114-6301  
801-538-4812

**Records Officer:** \_\_\_\_\_

21980	General native species records
06309	Land title evidence files
21981	Sensitive species records
21982	Threatened, endangered, and candidate species records

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Habitat Section

**SERIES:** 21980

3

**TITLE:** General native species records

**DATES:** 1975-

**ARRANGEMENT:** Taxonomically by class, thereunder from primitive to most advanced species.

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These records contain data pertaining to species and other taxa which are native to the state of Utah. State and federal wildlife and land management agencies, universities, and contractors collect information which is used to determine species status and management needs. Information includes distribution locations, maps, radio telemetry information, productivity information, monitoring guidelines, management plans, biological survey information, life history information, and habitat requirements.

**RETENTION:**

Permanent. Retain for 40 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). This disposition is based on the historical value of the records for study and research regarding general native species and the activities of the agencies involved in preserving these species. These records also have administrative and legal value. UCA 23 (1999) is the state statute and 50 CFR (1999) is the federal law governing the Division of Wildlife Resources.

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Habitat Section

**SERIES:** 21980

**TITLE:** General native species records

(continued)

**PRIMARY DESIGNATION:**

Public 63G-2-301 (2008). Information not deemed to threaten species if released.

**SECONDARY DESIGNATION(S):**

Protected. 63G-2-305(26) (2008) Special studies and time-bound projects, Radio telemetry frequencies, specific locations of nests, dens, or individuals within an area smaller than 640 acres (259 ha).

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Habitat Section

**SERIES:** 6309

3

**TITLE:** Land title evidence files

**DATES:** 1901, 1915-

**ARRANGEMENT:** Alphabetical by county

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These records are created by the Habitat Acquisition Office of the Habitat section in order to verify the agency ownership of land. The files include deeds of conveyance, abstracts of title insurance policies or actual copies of those insurance policies, easement (right-of-ways), agreements, plats, affidavits, abstracter's certificates, abstracts of title, conservation easements, and warranty deeds.

**RETENTION:**

Permanent. Retain for 1 year(s) after disposition of asset

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office until land is sold or transferred and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until land is sold or transferred and then delete.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical value of these records in providing a history of the acquisition and ownership of land by the Division of Wildlife Resources.

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Habitat Section

**SERIES:** 6309

**TITLE:** Land title evidence files

(continued)

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Habitat Section

**SERIES:** 21981

3

**TITLE:** Sensitive species records

**DATES:** 1975-

**ARRANGEMENT:** Taxonomically by class, thereunder by primitive to most advanced species.

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

This record series contains data pertaining to species listed in the Utah Sensitive Species List. State and federal wildlife and land management agencies, universities, and contractors collect the information which is used to determine species status and management needs. Information includes distribution locations, maps, radio telemetry information, productivity information, monitoring guidelines, management plans, biological survey information, life history information and habitat requirements.

**RETENTION:**

Permanent. Retain for 40 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). This disposition is based on the historical value of the records for study and research regarding sensitive species and the activities of the agencies involved in preserving these species. These records also have administrative and legal value. UCA 23 (1999) is the state statute and 50 CFR (1999) is the federal law governing the Division of Wildlife Resources.

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Habitat Section

**SERIES:** 21981

**TITLE:** Sensitive species records

(continued)

**PRIMARY DESIGNATION:**

Public 63G-2-301 (2008) Information not deemed to threaten species if released.

**SECONDARY DESIGNATION(S):**

Protected. 63G-2-305(26) (2008) Special studies and time-bound projects, Radio telemetry frequencies, specific locations of nests, dens, individuals with an area smaller than 640 acres (259 ha).

**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Habitat Section

**SERIES:** 21982

3

**TITLE:** Threatened, endangered, and candidate species records

**DATES:** 1975-

**ARRANGEMENT:** Taxonomically by class, thereunder from primitive to most advanced species.

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

This record series contains data pertaining to species that are federally listed or proposed as threatened, endangered, or candidate species. State and federal wildlife and land management agencies, universities, and contractors collect information which is used to determine species status and management needs. Information includes distribution locations, maps, radio telemetry information, productivity information, monitoring guidelines, management plans, biological survey information, life history information and habitat requirements.

**RETENTION:**

Permanent. Retain for 40 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). This disposition is based on the historical value of the records for study and research regarding general native species and the activities of the agencies involved in preserving these species. These records also have administrative and legal value. UCA 23 (1999) is the state statute and 50 CFR (1999) is the federal law governing the Division of Wildlife Resources.



**AGENCY:** Department of Natural Resources. Division of Wildlife Resources. Habitat Section

**SERIES:** 21982

**TITLE:** Threatened, endangered, and candidate species records

(continued)

**PRIMARY DESIGNATION:**

Public 63G-2-301 (2008). Information not deemed to threaten species if released.

**SECONDARY DESIGNATION(S):**

Protected. 63G-2-305(26) (2008). Special studies and time-bound projects, Radio telemetry frequencies, specific locations of nests, dens, or individuals with an area smaller than 640 acres (259 ha).