Retention and Classification Report

Agency: Department of Natural Resources. Lone Peak Conservation Center (2928)

271 West Bitterbrush Lane
Draper, UT 84020-9599
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Records Officer: _____

22063	Bank deposit slips
22062	Cash Receipts
25877	Co-operator agreements
25836	Cost and rate structure reports
25832	Equipment inventory records
22069	Fire billings project files
25795	Irrigation water rights records
22064	Petty cash records
25878	Plant germination protocol records
25830	Production Records
22067	Purchase orders
25831	Seed records
22068	Seedling purchase contracts
22065	Time and attendance records

AGENCY: Department of Natural Resources. Lone Peak Conservation Center

SERIES: 22063 3
TITLE: Bank deposit slips
DATES: 1990-
ARRANGEMENT: Chronological.
DESCRIPTION:

These are monthly statements showing the amount of money on deposit to the credit of the entity showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Natural Resources. Lone Peak Conservation Center

SERIES: 22062 3
TITLE: Cash Receipts
DATES: 1990-
ARRANGEMENT: Chronological
DESCRIPTION:

Agency copy of receipts given to customers who pay the agency for services rendered.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Lone Peak Conservation Center

SERIES: 25877 3
TITLE: Co-operator agreements
DATES: 1983-
ARRANGEMENT: Alphabetical by name of co-operator
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

The Division of Forestry, Fire and State Lands operates the Lone Peak Conservation Center (LPCC) in Draper. LPCC provides tree, shrub and wetland plant materials, and crews for a variety of firefighting and conservation work. In the process LPCC enters into various agreements with co-operators. These agreements describe authorities, purposes, and procedures regarding what will be done by each party, and are renegotiated or updated as necessary.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Natural Resources. Lone Peak Conservation Center

SERIES: 25877
TITLE: Co-operator agreements

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Lone Peak Conservation Center

SERIES: 25836 3
TITLE: Cost and rate structure reports
DATES: 2001-
ARRANGEMENT: Chronological by fiscal year
DESCRIPTION:

The Division of Forestry, Fire and State Lands operates the Lone Peak Conservation Center (LPCC) in Draper. LPCC grows and sells tree, shrub and wetland plant materials, and provides work crews for fire suppression, hazardous fuels reduction and other conservation projects. LPCC recovers costs through the sale of plant materials and crew services. Included in this series are computer data on: staff and benefit calculations; vehicle build up and mileage rates; seedling production rates and sales charts; and small equipment use rates. These data are used to formulate rate structures for nursery seedlings, work crew services and fire crew services.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2005

FORMAT MANAGEMENT:

Computer data files: Retain in Office until superseded or updated and then delete.

APPRAISAL:

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

AGENCY: Department of Natural Resources. Lone Peak Conservation Center

SERIES: 25832 3
TITLE: Equipment inventory records
DATES: 2000-
ARRANGEMENT: Alphabetical by item, thereunder numerical by inventory number
DESCRIPTION:

The Division of Forestry, Fire and State Lands operates the Lone Peak Conservation Center (LPCC) in Draper. The LPCC provides a variety of equipment to employees for firefighting and conservation work. These records help track equipment maintenance and inventories for LPCC. Examples of equipment tracked include pumps, hoses, fittings, eye protection, hearing protection, chainsaws, firefighting tools, gloves, hardhats, canteens, compasses, radios, fireproof shrouds, chaps, and tool sharpening files.

RETENTION:

Retain for 2 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/2005

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 2 years after reconciled with succeeding inventory and then delete.

APPRAISAL:

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

AGENCY: Department of Natural Resources. Lone Peak Conservation Center

SERIES: 22069 3
TITLE: Fire billings project files
DATES: 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

This series provides a record of billings for services provided by the Flame-N-Go Firefighters. This program was created by the Department of Natural Resources in cooperation with the Utah State Prison and established Utah's first volunteer, inmate wildland fire handcrew. The crew is trained to respond to fires anywhere in the United States upon request. Information includes the billing sent to the requester outlining the number of crew, hours spent on the project and the total cost. In addition, the file includes the time sheets for the crew and the amount reimbursed to the Prison for the labor cost for the inmates.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Natural Resources. Lone Peak Conservation Center

SERIES: 22069
TITLE: Fire billings project files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Lone Peak Conservation Center

SERIES: 25795 3
TITLE: Irrigation water rights records
DATES: 2001-
ARRANGEMENT: Alphabetical by name of parcel.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

The Division of Forestry, Fire, and State Lands operates the Lone Peak Conservation Center (LPCC) in Draper. The LPCC includes a tree and shrub seedling nursery. High quality irrigation water is necessary to grow the seedlings. The current source of irrigation water is Little Willow Canyon, approximately seven miles from LPCC, and water is piped to LPCC from the mouth of Little Willow Canyon. This series includes copies of the deed of water right, recorded easements, maps of the water line location, plat maps, correspondence from developers and homeowners relating to the water line, global positioning system coordinates of the water line, pictures of the point of diversion, water quality analyses, detailed drawings, water line specifications, and surveys of the water line. Some of the documents are original, but others are duplicates of documents in the county recorder's office, Draper and Sandy city records, and the Division of Water Rights records. This series contains basically everything the division knows about the water right and the water line location. Inasmuch as the division inherited the water line from the prison, the exact line location is not known. These records have been collected in an attempt to determine the water line location and to deal with property issues relating to it.

RETENTION:

Retain until disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/2005

FORMAT MANAGEMENT:

Paper: Retain in Office until property or water right is sold and

AGENCY: Department of Natural Resources. Lone Peak Conservation Center

SERIES: 25795
TITLE: Irrigation water rights records

(continued)

then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Natural Resources. Lone Peak Conservation Center

SERIES: 22064 3
TITLE: Petty cash records
DATES: 1990-
ARRANGEMENT: Chronological
DESCRIPTION:

Records which verify all monies received or expended through a petty cash account. Includes cash receipts, adding machine tapes, daily accounting records, reconciliation, transmittals, etc.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Lone Peak Conservation Center

SERIES: 25878 1

TITLE: Plant germination protocol records

DATES: 1990-

ARRANGEMENT: Alphabetical by species name

DESCRIPTION:

The Division of Forestry, Fire and State Lands operates the Lone Peak Conservation Center (LPCC) in Draper. LPCC grows a variety of trees, shrubs, grass and wetland plants for conservation purposes and makes the plants available to customers. Successful germination of seed at production levels is critical to nursery operations. To successfully germinate seed LPCC follows published protocol for commercially propagated plant species. Where existing literature is insufficient, LPCC develops its own germination protocol, which is written up in the form of a technical paper. LPCC has developed stratification schedules and protocol for seed and vegetative propagation of tall forb communities, Wyoming sagebrush, select native grasses, and specific wetland emergents.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in Office until revised or superseded and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Natural Resources. Lone Peak Conservation Center

SERIES: 25830 3
TITLE: Production Records
DATES: 1975-
ARRANGEMENT: Chronologically by year
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

The Division of Forestry, Fire and State Lands operates the Lone Peak Conservation Center (LPCC) in Draper. LPCC includes a tree, shrub, and wetland plant seedling nursery. LPCC maintains records about seedling production to plan crop cycles, sowing requirements, seed density, and seedling location to manage care during 1-3 year growth cycles. These records includes soil tests, sowing schedules, fertilization schedules, watering schedules, seed stratification schedules, bed maps, cultivation schedules, seedling inventories, sales spread sheets by species, pricing matrix, seed viability test reports, grading standards, fumigation criteria, and bed formation and planting plans.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/2005

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Natural Resources. Lone Peak Conservation Center

SERIES: 22067 3
TITLE: Purchase orders
DATES: 1990-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after after the end of the fiscal year and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Lone Peak Conservation Center

SERIES: 25831 3
TITLE: Seed records
DATES: 1975-
ARRANGEMENT: Alphabetical by species, thereunder numerical by seed lot number
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

The Division of Forestry, Fire and State Lands operates the Lone Peak Conservation Center (LPCC) in Draper. LPCC includes a tree, shrub, and wetland plant nursery. The records of this series track seed sources from the cooler to the field, then to the customer. The series includes information on the source, elevation, species, and trends on seed viability. This information allows LPCC to track use and amounts on hand for future seedling production. The series also includes seed inventory cards and stratification schedules.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Natural Resources. Lone Peak Conservation Center

SERIES: 22068 3
TITLE: Seedling purchase contracts
DATES: 1990-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

The contract documents the purchase of seedlings from the Nursery. Information includes the name and address of the purchaser, type of planting, county in which the plants will be planted, cost per plant, quantity, total cost, date the order was filled, order number, shipping costs, etc.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after final payment and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Lone Peak Conservation Center

SERIES: 22065 3
TITLE: Time and attendance records
DATES: 1990-
ARRANGEMENT: Alphabetical
DESCRIPTION:

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems.

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.

PRIMARY DESIGNATION:

Public