Retention and Classification Report

Agency: Department of Commerce. Property Rights Ombudsman (3618)

P.O. Box 146702
Salt Lake City, UT 84114-6702
801-530-6391

Records Officer: _____

26456	Annual reports
28968	Appraiser list records
26494	Conference files
26443	Dispute resolutions records
28315	General Correspondence
28319	General case records
26501	Land use advisory opinions
26464	Publications
26448	Utah Land Use and Eminent Domain Advisory Board records

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26456 3
TITLE: Annual reports
DATES: 1997-
ARRANGEMENT: Chronological by year
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records document the history of the Office of Property Rights Ombudsman. They may include scrapbooks, photographs, articles, program notes and information about events and programs sponsored or funded by this agency.

RETENTION:

Permanent. Retain for 10 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 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 28968 3
TITLE: Appraiser list records
DATES: 2000-
ARRANGEMENT: chronologically
DESCRIPTION:

The Office of the Property Rights Ombudsman compiles a list of appraisers experienced in eminent domain. The appraiser list is not endorsed by the Office and is simply a resource for property owners involved in eminent domain issues. This list is contingent upon the request of an appraiser to be added or removed.

Records document the appraisers in the state who wish to have their name available to property owners who need an additional appraisal on their property with regards to eminent domain. Records include an appraiser's "Information Form" and the completed appraisal list.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

Computer data files: Retain in Office for 1 year and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 28968
TITLE: Appraiser list records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26494 3
TITLE: Conference files
DATES: 1998-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Records created as a result of conference, workshop or seminar planning. May include agendas, programs, brochures, reports, advertising information, presentations, speakers, significant correspondence, and related materials.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Conference sponsorship files, GRS-1700.

AUTHORIZED: 10-01-2001

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

These records contain information on an agency conference, workshop, or seminar. Information may include copies of conference agenda or program, brochures, reports, advertising, presentations, speakers, significant contact information, communications, and related material. The information may be used to plan subsequent agency events.

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26494
TITLE: Conference files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26443 3
TITLE: Dispute resolutions records
DATES: 1997-
ARRANGEMENT: Chronological by date case is closed
DESCRIPTION:

These records support the agency's function to resolve property rights disputes (Utah Code 13-43-204(1)(2014)). Records are used to document requested arbitration or mediation of individual dispute cases and may contain correspondence, mediation or arbitration agreements, appraisals, site plans, studies, and related materials.

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: 05/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after final action and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

Computer data files: Retain in Office for 10 years after final action and then delete.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

These case files are used for guidance in enforcing, obeying, and/or interpreting the law.

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26443
TITLE: Dispute resolutions records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt.	Utah Code 78B-10-104(2008); Utah Code 78B-10-108(2008)
Protected.	Utah Code 63G-2-305(7,8,23, and 33)(2015)

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 28315 3
TITLE: General Correspondence
DATES: 1998-
ARRANGEMENT: Chronological by date of last correspondence
DESCRIPTION:

These records are designated as "Information Only" and contain general correspondence that does not pertain to any particular case file. They are created to answer general property rights questions from both public entities and private citizens. These records may orginate on paper, electronic mail, or other media and are filed separately from individual case files. Information provided to this Office may include personal information, copies of appraisal(s), property information, settlement agreements, and other related material. These records have the potential to become actual case files.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

AUTHORIZED: 11-30-2018

FORMAT MANAGEMENT:

All Formats: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative value(s).

These records are used to provide general answers to both public entities and private citizens about land use law and private property rights. Information provided to this Office may include personal information, copies of appraisal(s), property information, settlement agreements, and other related material.

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 28315
TITLE: General Correspondence

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	63G-302(2)(d)
Protected.	63G-305(8)&(51)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 28319 3
TITLE: General case records
DATES: 1998-
ARRANGEMENT: Chronological by date case is closed
DESCRIPTION:

These records support the agency's function to help citizens and government agencies understand property rights and land use laws (Utah Code 13-43-203(1)(2015)). Records document responses to requests for information about potential dispute resolutions, exactions, takings, and land use cases, and may contain correspondence, appraisals, site plans, studies, and other related materials or documentation.

RETENTION:

Retain for 10 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: 08/2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after final action and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

Computer data files: Retain in Office for 10 years after final action and then delete.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

These case files are used for guidance in enforcing, obeying and/or interpreting of the law.

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 28319
TITLE: General case records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-305(7,8, and 51)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26501 3
TITLE: Land use advisory opinions
DATES: 2006-
ARRANGEMENT: Chronological by date case is closed
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records support the agency's function to help citizens and government agencies understand and comply with land use and property rights laws (Utah Code 13-43-203(1)(2015)). Records document the process of responding to requests made for advisory opinions (Utah Code 13-43-206) and may include the formal legal opinions rendered as guidance in enforcing, obeying, and interpreting land use laws, as well as any related records.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Formal opinion records, GRS-1722.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after final action and then transfer to State Records Center. Retain in State Records Center for 8 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 10 years after final action and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These case files may contain information useful to researchers interested in the development and implementation of land use laws in Utah. These records also provide documentation of citizens

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26501
TITLE: Land use advisory opinions

(continued)

exercising their right to request advisory opinions (Utah Code 13-43-205(1)(2014)).

RETENTION JUSTIFICATION:

These case files are used for guidance in enforcing, obeying, and/or interpreting the law

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(17 & 18)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26464 3
TITLE: Publications
DATES: 1997-
ARRANGEMENT: Alphabetical by title
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

This series contains publications created by the Office of Property Rights Ombudsman including pamphlets, reports, leaflets, file manuals, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

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 Office until administrative need ends and then transfer to State Archives with authority to weed.

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

APPRAISAL:

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

These are documents created by the agency, including pamphlets, reports, leaflets, manuals, and other published or processed documents.

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26464
TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26448 3
TITLE: Utah Land Use and Eminent Domain Advisory Board records
DATES: 2006-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are records created by the Utah Land Use and Eminent Domain Advisory Board relating to executive establishment, organization, membership, and policy. They include agenda, meeting minutes, final reports, and documents relating to the accomplishments of the Board and committees.

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

Paper copy: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

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

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26448
TITLE: Utah Land Use and Eminent Domain Advisory Board records

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PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(d)