

## Retention and Classification Report

**Agency:** Department of Transportation. Finance (219)

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

29577	Contracts and agreements
81734	Executive correspondence
29578	Financial records
29576	State and federal closed-project financial records

**AGENCY:** Department of Transportation. Finance

**SERIES:** 29577

3

**TITLE:** Contracts and agreements

**DATES:** 1997-

**ARRANGEMENT:** Alphanumerical by contract number.

**DESCRIPTION:**

These records consist of all agreements for the Utah Department of Transportation, both financial and non-financial, between the department and other vendors and state agencies. Records may include contracts, betterments, procurements, memos of understanding, utility contracts, and related records.

**RETENTION:**

Retain for 7 year(s) after expiration of contractual agreement

**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 until expiration of contractual agreement and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Computer data files: Retain in Office for 7 years after expiration of contractual agreement and then delete.

**APPRAISAL:**

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

**AGENCY:** Department of Transportation. Finance

**SERIES:** 29577

**TITLE:** Contracts and agreements

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**AGENCY:** Department of Transportation. Finance

**SERIES:** 81734

3

**TITLE:** Executive correspondence

**DATES:** 1977-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records document the executive and assistant directors' correspondence and the agency's decision-making process, including functions, policies, procedures, and programs pertaining to the department.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after separation and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives.

Computer data files: Retain in Office until separation and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition based on value of records in documenting department decisions and policies.

**AGENCY:** Department of Transportation. Finance

**SERIES:** 81734

**TITLE:** Executive correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(d)(2017)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2017.

**AGENCY:** Department of Transportation. Finance

**SERIES:** 29578

3

**TITLE:** Financial records

**DATES:** 2017-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records document financial transactions. Records may include general accounting expenditures (GAX), payment requests (PRC), internal costing transactions (ICT), internal department transactions (IDT), cash receipts, and other records related to accounts receivable and payable.

**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 0 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

**APPRAISAL:**

These records have fiscal value(s).

**AGENCY:** Department of Transportation. Finance

**SERIES:** 29578

**TITLE:** Financial records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**AGENCY:** Department of Transportation. Finance

**SERIES:** 29576

3

**TITLE:** State and federal closed-project financial records

**DATES:** 2017-

**ARRANGEMENT:** Alphanumerical by contract number.

**DESCRIPTION:**

These are financial records related to closed state and federal projects, including payable, receivable, co-op, utilities, and 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 Government construction as-built plans and specifications, GRS-1789.

**AUTHORIZED:** 11-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives.

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

**APPRAISAL:**

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

These records are historical because they provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.



**AGENCY:** Department of Transportation. Finance

**SERIES:** 29576

**TITLE:** State and federal closed-project financial records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.