

Retention and Classification Report

Agency: Road Commission. Department of Highways (520)

, UT

Records Officer: _____

00919	*Administrative records
09921	*Approved motor vehicle lighting equipment reports
10041	*Comparative truck reports
21899	*Correspondence
30508	County General Highway Maps
09917	*Dedication program booklets
21861	*Directories
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21865	*Highway Conditions newsletter
13282	*Office and road equipment inventory
10042	*Organization charts
00959	*Outdoor advertising sign inventories
06392	*Project files
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AGENCY: Road Commission. Department of Highways

SERIES: 919

1

TITLE: Administrative records

DATES: 1916-1965.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Annual reports and records created by agency administration to document the research, creation and application of agency programs, policies and procedures. May include correspondence, policy and program case files, and executive files documenting leadership roles and decision making processes. Records created by agency administration to document the research, creation and application of agency programs, policies and procedures. May include correspondence, policy and program case files, and executive files documenting leadership roles and decision making processes.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records track policies and programs of the Highway Department during a period of time and may include historically important correspondence and biennial reports.

PRIMARY DESIGNATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 9921

3

TITLE: Approved motor vehicle lighting equipment reports

DATES: 1951-1968.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These reports contain lists of lighting devices which were approved by the American Association of Motor Vehicle Administrators.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: For records beginning in 1951 through 1960. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Records used to describe approved lighting for motor vehicles in the state.

PRIMARY DESIGNATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 10041

3

TITLE: Comparative truck reports

DATES: 1949-1965.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains reports with information pertaining to loading practices, truck traffic on highways, truck weight trends and weight limits.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until microfilmed and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records contain historical information pertaining to truck loading practices, truck traffic on highways, truck weight trends and weight limits.

PRIMARY DESIGNATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 21899

3

TITLE: Correspondence

DATES: 1965-1974.

ARRANGEMENT:

DESCRIPTION:

This series contains correspondence to and from Edward D. Kennelly, resident engineer.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until microfilmed and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on value of correspondence in documenting activities, decisions and functions of the Road Commission.

PRIMARY DESIGNATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 30508

3

TITLE: County General Highway Maps

DATES: 1954-1969

ARRANGEMENT: Alphabetical by county name, thereunder by map number.

DESCRIPTION:

Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the state of Utah. They may include maps, charts, geospatial data sets , aerial photographs, globes, models, and raised relief maps. These are a graphic representation of the earth's surface drawn to scale.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cartographic records, GRS-1747.

AUTHORIZED: 11-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of highways and other features in the landscape of the state during a particular time period.

PRIMARY DESIGNATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 9917

3

TITLE: Dedication program booklets

DATES: 1963-1973.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains programs of dedications ceremonies for bridges, roads, buildings and structures constructed by the Road Commission and the Highway Department. The programs contain information about the projects, photographs, lists of speakers, maps and newspaper clippings.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

These records have historical value to document the official dedication of construction and highway, bridge and building projects in the state.

PRIMARY DESIGNATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 21861

3

TITLE: Directories

DATES: 1962-1972.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

The directories contain employee names, job titles, telephone numbers, and job location.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These are directories of agency personnel and job assignment information. The records may have value for researchers.

PRIMARY DESIGNATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 20864

3

TITLE: Federal aid reports

DATES: 1950-1974.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains reports pertaining to federal aid for roads in Utah. The reports include proposed federal aid for urban roads, adequacy of federal aid for primary road systems, federal aid for highways, federal aid systems logs, and federal aid for interstate highway programs.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until microfilmed and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

These records track the history of federal aid to highway development in the state.

PRIMARY DESIGNATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 9922

3

TITLE: Financing Roads, Streets, and Highways reports

DATES: 1947-1975.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This report is a summary of receipts and disbursements from the operating fund as they apply to the state, counties and municipalities. Also included is information pertaining to mileage of all roads and streets in the state by surface type.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until microfilmed and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records document financing for roads and surface information for roads in the state.

PRIMARY DESIGNATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 21865

3

TITLE: Highway Conditions newsletter

DATES: 1969-1970.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These newsletters contain information pertaining to current road conditions, construction, and maps.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until microfilmed and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

These records may have historical value as they contain information about road conditions, construction, and maps during a period of time.

PRIMARY DESIGNATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 13282

3

TITLE: Office and road equipment inventory

DATES: 1964.

ARRANGEMENT:

DESCRIPTION:

These records are used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

Microfiche master: Retain in Archives for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 10042

3

TITLE: Organization charts

DATES: 1959-1965.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

The organization charts contain employee names, job titles, and agency hierarchy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These charts record agency personnel and document the hierarchy of administration in the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 959

3

TITLE: Outdoor advertising sign inventories

DATES: 1965-1975.

ARRANGEMENT: Alphabetical by county.

DESCRIPTION:

This series contains outdoor advertising sign inventories conducted by the Department of Highways for the highway beautification program. The inventories contain information pertaining to date, sign size, sign ownership, land ownership, sign message, comments, location and photographs of each sign.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have evidentiary value for information about highway signage and advertising trends on billboards throughout the state. May include photographs.

PRIMARY DESIGNATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 6392

3

TITLE: Project files

DATES: 1923-1972.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Case files documenting the construction of new buildings and the renovation of rented buildings for state use.

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 5 years and then transfer to State Archives.

Microfilm master: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm duplicate: Retain in Office for 6 years and then destroy.

APPRAISAL:

These records have administrative, and/or historical value(s).
This disposition is based on the secondary historical value to researchers interested in highway construction in Utah.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Road Commission. Department of Highways

SERIES: 907

3

TITLE: Publications

DATES: 1960-1975.

ARRANGEMENT: Chronological

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

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 State Records Center until microfilmed and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are historically significant as they track the programs and publications of the Highway Department during a specific period of time.

AGENCY: Road Commission. Department of Highways

SERIES: 907

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 21104

3

TITLE: Tourist access roads publications

DATES: 1964-1966.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until microfilmed and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

These records are of evidentiary value as documents of public interests for the Four Corners area of Utah, Colorado, New Mexico and Arizona. Included in the publications are photographs, maps, and charts.

PRIMARY DESIGNATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 21105

3

TITLE: Traffic Bulletins

DATES: 1956-1970.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These bulletins contain information pertaining to traffic volume and the daily average of vehicles on Utah highways. The information is recorded by automatic counters located throughout the state.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Historical records pertaining to traffic volume and the daily average of vehicles on Utah highways. The information as recorded by automatic counters located throughout the state.

PRIMARY DESIGNATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 10046

3

TITLE: Traffic study reports

DATES: 1947-1975.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains reports pertaining to traffic. The reports include traffic studies for specific areas, traffic signal studies, traffic analyses, location studies, traffic control studies, and traffic engineering surveys.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until microfilmed and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

These records contain historical information such as traffic studies for specific areas, traffic signal studies, traffic analyses, location studies, traffic control studies, and traffic engineering surveys.

PRIMARY DESIGNATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 10039

3

TITLE: Transportation study reports

DATES: 1959-1973.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME: 0.40 cubic feet.

DESCRIPTION:

This series contains transportation studies for the Salt Lake, Provo, Ogden and Utah Valley areas. The reports contain information pertaining to employment and population analysis and projections, traffic counts, origin-destination surveys, road and street use, land use, economics, mass transit and parking.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until microfilmed and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records contain historically important studies and reports pertaining to employment and population analysis and projections, traffic counts, origin-destination surveys, road and street use, land use, economics, mass transit and parking.

PRIMARY DESIGNATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 932

3

TITLE: Vehicle Miles on Utah Highways reports

DATES: 1959-1975.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These reports contain the vehicle miles for each county in the State of Utah. The are vehicle miles are for an average day, not total annual vehicle miles. A summary of miles and vehicle miles is shown for each of the 29 counties. The total for all systems does not include miles and vehicle miles for county roads (non Federal aid) and city streets. The reports contain information pertaining to highway system, area (incorporated and not incorporated), miles, and type of vehicle (in state cars, out of state cars, light trucks and heavy trucks).

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 State Records Center until microfilmed and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records show miles of highway in each county and the types of vehicles that travel on them. They could be of research value in tracking the need of growth and travel in the state.

AGENCY: Road Commission. Department of Highways

SERIES: 932

TITLE: Vehicle Miles on Utah Highways reports

(continued)

PRIMARY DESIGNATION:

Public