Retention and Classification Report

Agency: Department of Transportation. Project Development. Materials and Pavements Division (673)
4501 South 2700 West
Salt Lake City, UT 84119
801-965-4328

Records Officer: _____

25314	Asphalt lab reports
03317	Bridge inspection workbook
08671	Bridge inspection workbook (concrete)
03316	Foundation, soil, and aggregate testing summary project file
10267	Individual radiation exposure records
81171	Materials certifications
10266	Microfilm index
23127	Publications
23128	Transportation research needs workshop proceedings

AGENCY: Department of Transportation. Project Development. Materials and Pavements Division

SERIES: 25314 3
TITLE: Asphalt lab reports
DATES: 1993-
ARRANGEMENT: Chronological by year.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This series contains lab worksheets used by the department when testing liquid asphalt samples. Suppliers provide product samples that are tested to ensure the asphalt meets with the department's quality specifications. The results are used in the grading and pricing of asphalt used by the Utah Department of Transportation. Reports include information such as the sample number, supplier name, grade, algebraic difference, dynamic shear, rotational visc, phase angles, and pressure ageing vessel.

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2004

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 19 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention reflects the administrative needs of the agency.

AGENCY: Department of Transportation. Project Development. Materials and Pavements Division

SERIES: 25314
TITLE: Asphalt lab reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Project Development. Materials and Pavements Division

SERIES: 3317 4
TITLE: Bridge inspection workbook
DATES: i 1983-
ARRANGEMENT: Alphanumerical by project number
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These workbooks contain data on fabrication and inspection of steel girders to ascertain compliance with construction and safety regulations. They include notes on inspection, mill test reports on steel used, description and condition of steel girders.

RETENTION:

Permanent. Retain for 10 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: 06/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then microfilm and destroy provided microfilm has passed inspection.

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the reference value of these records.

AGENCY: Department of Transportation. Project Development. Materials and Pavements Division

SERIES: 8671 3
TITLE: Bridge inspection workbook (concrete)
DATES: 1983-
ARRANGEMENT: Alphanumerical by project number
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These workbooks contain data on fabrication and inspection of concrete bridge girders to ascertain compliance with construction and safety regulations. They include notes on inspection, manufacturing certifications of materials, and findings of the inspection.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years or until microfilmed and then transfer to State Records Center. Retain in State Records Center for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the reference needs expressed by the agency.

AGENCY: Department of Transportation. Project Development. Materials and Pavements Division

SERIES: 3316 4
TITLE: Foundation, soil, and aggregate testing summary project files
DATES: i 1983-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

These summaries record all foundation, soil, and aggregate tests to evaluate condition of parcels of land for construction purposes. They include summary of test data, soil descriptions, engineers' work copies, location of soils tested, project file log, and test report sheets.

RETENTION:

Retain for 15 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 12 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative need expressed by the agency.

AGENCY: Department of Transportation. Project Development. Materials and Pavements Division

SERIES: 10267 3
TITLE: Individual radiation exposure records
DATES: 1980-
ARRANGEMENT: Alphabetical by surname
DESCRIPTION:

The Nuclear Gauge Unit creates and maintains these records to comply with Utah Division of Radiation Control regulations concerning maximum radiation exposure to employees. Information includes radiation unit dosage per individual, name, and social security number. These records are valuable throughout the life of the employee as part of their radiation exposure history. They are also crucial during litigation.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

This disposition is based on R447-15-401(3)(a) and 10 CFR 20.401(c)(1) which state that the records shall be preserved "until the commission authorizes disposition." The state Division of Radiation Control recommended permanent retention due to litigation interests.

AGENCY: Department of Transportation. Project Development. Materials and Pavements Division

SERIES: 10267
TITLE: Individual radiation exposure records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Project Development. Materials and Pavements Division

SERIES: 81171 3
TITLE: Materials certifications
DATES: 1980-
ARRANGEMENT: Alphabetical by county thereunder numerical by project number.
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These files verify the quality of materials used in road construction. They include test reports, correspondence, and certification documentation of various materials.

RETENTION:

Permanent. Retain for 5 year(s) after end of project or program

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1993

FORMAT MANAGEMENT:

Paper: Retain in Office until project has been closed and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

This disposition is based on the high reference value the engineering notes have for future projects.

AGENCY: Department of Transportation. Project Development. Materials and Pavements Division

SERIES: 10266 3
TITLE: Microfilm index
DATES: 1986-
ARRANGEMENT: Alphanumerical by project number
DESCRIPTION:

This is a computerized index which keeps track of where information can be found on microfilm. Information is accessed by project number.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative need expressed by the agency and the obvious value of an index.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Project Development. Materials and Pavements Division

SERIES: 23127 3
TITLE: Publications
DATES: 1962-
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:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

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 historical value(s).

Publications which document agency history and functions have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Project Development. Materials and Pavements Division

SERIES: 23128 3
TITLE: Transportation research needs workshop proceedings
DATES: 1995-
ARRANGEMENT: Chronological
DESCRIPTION:

This series contains the annual proceedings for the Utah Transportation Research Advisory Council (UTRAC) workshop which is organized under the direction of the Research Division of the Utah Department of Transportation. The purpose of the meetings and the resulting documents are to develop an effective, results-oriented priority program for statewide transportation research during the next few years. The documents cover specific research areas including construction and maintenance; materials and pavements; hydraulics, roadway design, landscape, and environmental issues; the Intelligent Vehicle Highway System (IVHS), planning, traffic and safety; and structures and geotechnical issues.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2001

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Records in this series document sponsorship of the Utah Transportation Research Advisory Council (UTRAC) workshop which was organized under the direction of the Research Division of the Utah Department of Transportation. These records have ongoing research value.

AGENCY: Department of Transportation. Project Development. Materials and Pavements Division

SERIES: 23128
TITLE: Transportation research needs workshop proceedings

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PRIMARY DESIGNATION:

Public