

Retention and Classification Report

Agency: Department of Transportation. Engineering and Operations. Project Development (763)
4501 South 2700 West
P.O. Box 148380
Salt Lake City, UT 84114
801-965-4067

Records Officer: _____

09916	Annual reports
27338	Financial screenings
03330	Highway bridge standard drawing plans
18884	*Materials and research
14831	*Preconstruction program activity status reports
14828	Preconstruction program multiple project scheduling report
14827	Preconstruction program scheduled and reported date comparis
14832	*Preconstruction program time and attendance report
14830	*Preconstruction program utilization of hours report
08682	*Roadway working papers for data entry

AGENCY: Department of Transportation. Engineering and Operations. Project Development

SERIES: 9916

3

TITLE: Annual reports

DATES: 1970-

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. Engineering and Operations. Project Development

SERIES: 27338

1

TITLE: Financial screenings

DATES: 2000-

ARRANGEMENT: Alphabetical by name of consultant

DESCRIPTION:

These records are financial profiles of various consulting firms.
They contain private and protected information.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
These records are used by auditors to review the agency's financial dealings with consultants.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(2)

SECONDARY DESIGNATION(S):

Private. UCA63G-2-302(h)

AGENCY: Department of Transportation. Engineering and Operations. Project Development

SERIES: 3330

4

TITLE: Highway bridge standard drawing plans

DATES: i 1920-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

RETENTION:

Permanent. Retain for 3 year(s) after end of project or program

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Technical drawings: For records prior to and including 1986. Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

Technical drawings: For records beginning in 1986 and continuing to the present. Retain in Office for 3 years after bridge is completed and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of these drawings.

AGENCY: Department of Transportation. Engineering and Operations. Project Development

SERIES: 3330

TITLE: Highway bridge standard drawing plans

(continued)

AGENCY: Department of Transportation. Engineering and Operations. Project Development

SERIES: 18884

3

TITLE: Materials and research

DATES: 1958-1975; 1985.

ARRANGEMENT:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: 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.

AGENCY: Department of Transportation. Engineering and Operations. Project Development

SERIES: 14831

3

TITLE: Preconstruction program activity status reports

DATES: 1994-2009.

ARRANGEMENT: Chronological

DESCRIPTION:

This report is generated by the Preconstruction Program Management System (PPMS). The information is used by Transportation managers to determine the status of each design project and to schedule department labor resources working on the projects. Information includes report date, project names, activity status, and the planned and actual dates of starting, ending, and days and hours spent.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2000

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering and Operations. Project Development

SERIES: 14828

3

TITLE: Preconstruction program multiple project scheduling report

DATES: 1994-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This report is generated by the Preconstruction Program Management System (PPMS). The information is used by Transportation managers to determine the status of each design project and to schedule department labor resources working on the projects. Information includes the management unit name, project name, activity description, activity status, planned starting and ending dates, and days and hours worked to finish each activity. Activities include the following: select concept team, develop concept plans, inventory roadway conditions, conduct concept management report, develop mapping and topography, review roadway plans, and prepare for a public hearing.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2000

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 2 years and then destroy.

AGENCY: Department of Transportation. Engineering and Operations. Project Development

SERIES: 14828

TITLE: Preconstruction program multiple project scheduling report

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering and Operations. Project Development

SERIES: 14827

3

TITLE: Preconstruction program scheduled and reported date comparisons report

DATES: 1994-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This report is generated by the Preconstruction Program Management System (PPMS). The information is used by Transportation managers to determine the status of each design project and to schedule department labor resources working on the projects. Information includes date the report was run, project names, and the starting and ending dates of each project (1) as planned, (2) actual date started/ended, and (3) how late it's running.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2000

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Transportation. Engineering and Operations. Project Development

SERIES: 14827

TITLE: Preconstruction program scheduled and reported date comparisons report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering and Operations. Project Development

SERIES: 14832

3

TITLE: Preconstruction program time and attendance report

DATES: 1994-2009.

ARRANGEMENT: Alphabetical by employee name, thereunder chronological
DESCRIPTION:

This report is generated by the Preconstruction Program Management System (PPMS). The information is used by Transportation managers to determine the status of each design project and to schedule department labor resources working on the projects. Information includes report date, agency name and low organization number, employee name, project numbers worked on per day, activity codes and names worked on per day, regular hours worked, and overtime hours worked.

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:

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering and Operations. Project Development

SERIES: 14830

3

TITLE: Preconstruction program utilization of hours report

DATES: 1994-2009.

ARRANGEMENT: Chronological

DESCRIPTION:

This report is generated by the Preconstruction Program Management System (PPMS). The information is used by Transportation managers to determine the status of each design project and to schedule department labor resources working on the projects. Information includes report date, responsible management unit name, project and activity names, hours planned, actual and pre-start percent of hours planned, non-scheduled hours, and percent of total.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2000

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering and Operations. Project Development

SERIES: 8682

3

TITLE: Roadway working papers for data entry

DATES: 1986-2005.

ARRANGEMENT: None

DESCRIPTION:

These are working papers used by the Division of Preconstruction in the preparation of various deeds, easements, and other instruments necessary for the legal acquisition of land, mineral, and property rights by the Utah Department of Transportation. The forms are used for data entry into various automated systems for the preparation of the official copy of deeds and other such instruments and are then destroyed after the entered data has been proofread. This record includes description of parcels of land, property and mineral rights, names of land owners, name of executor or administrator of the estate if owner is deceased, location of land, number of the project to which the land is attached, notice of any bankruptcy or federal liens, assessed amount of property tax, and summaries of conditions for acquisition of land for use by UDOT.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until no longer administratively valuable and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public