

# Retention and Classification Report

**Agency:** Department of Transportation. Project Development Division. Roadway Design Section (853)  
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**Records Officer:** \_\_\_\_\_

03333	*Data entry roadway working papers
18921	*Miscellaneous deeds and correspondence
18917	*Roadway design correspondence
18918	*Signing and delineation plans
18919	*Traffic design and traffic signals

**AGENCY:** Department of Transportation. Project Development Division. Roadway Design Section

**SERIES:** 3333

1

**TITLE:** Data entry roadway working papers

**DATES:** 1986-2005.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These records are used by the Division of Preconstruction in the preparation of various Right of Way deeds, easements, and other instruments necessary for the legal acquisition of land, mineral, and property rights by the Utah Department of Transportation. The forms facilitate data entry into various automated systems for the preparation of the official copy of deeds and other such instruments. These records are the legal copy.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

This disposition is based on the administrative need expressed by the agency. These records are subject to litigation and are the legal copy. Previous decision: destroy after administrative need ends. That retention did not account for the legal value the records hold.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Project Development Division. Roadway Design Section

**SERIES:** 18921

3

**TITLE:** Miscellaneous deeds and correspondence

**DATES:** 1930-1983.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are warranty deeds, agreements, memos, maps, and correspondence regarding various roads.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

These are historical as they document property ownership and the decisions behind roads near state and national parks.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2019.

**AGENCY:** Department of Transportation. Project Development Division. Roadway Design Section

**SERIES:** 18917

3

**TITLE:** Roadway design correspondence

**DATES:** 1965-1979.

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** Department of Transportation. Project Development Division. Roadway Design Section

**SERIES:** 18918

3

**TITLE:** Signing and delineation plans

**DATES:** 1965-1983.

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** Department of Transportation. Project Development Division. Roadway Design Section

**SERIES:** 18919

3

**TITLE:** Traffic design and traffic signals

**DATES:** 1957-1983.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are drawing for new traffic patterns.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

These records have long-term research value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2019.