

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.