

Retention and Classification Report

Agency: Salt Lake City (Utah). Public Services. Division of Transportation (1099)

349 South 200 East, Suite 450
Salt Lake City, UT 84114-5502

Records Officer: _____

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AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3401

3

TITLE: Crosswalk location data

DATES: 1982-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These records contain drawings of crosswalks and curbing. They are used in scheduling work to be performed. Includes: diagrams of intersection, showing changes, crosswalks, signs, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3386

3

TITLE: Design review files

DATES: 1982-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are design review files for proposed construction within the public right-of-way. It is used for city verification of compliance with ordinances and design criteria. Includes: set (3-4) of plans and related correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after completion of project and then destroy.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3387

3

TITLE: Intersection case files

DATES: 1978-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are case files recording data on all city streets. They are used by traffic engineers and technicians when investigating a particular intersection to determine appropriate type of traffic regulation. Includes: traffic volume (counts taken either mechanically or manually), results of action orders, requests or complaints received requiring a study and response concerning specific intersections, and work orders containing drawings, and information outlining work to be done at specific intersections, and if needed, a traffic accident history from police department's automated system.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3392

3

TITLE: Monthly reports

DATES: 1980-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is a monthly summary of the daily activity of the Transportation Division sub-departments (Street Lighting, Traffic Investigations, Signal Timing, Signals, Meters, Signing, and Marking) which is used for budget purposes and research. Includes: work performed, materials used, date, type of work performed, time and material and equipment used.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3390

3

TITLE: Parking citations

DATES: 1984-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These citations are issued by the parking enforcement officers to drivers who have violated Salt Lake City parking ordinances (SLY Ordinances 46-8-122 through 170; and 46-21 and 22). The information on these documents include vehicle license number, citation number, number of ordinance violated, date, time, place of violation, remarks, signature of officer, ID number, and on back of form a list of code descriptions by ordinance number, with amount of bail.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1986

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3399

3

TITLE: Parking meter rentals

DATES: 1982-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is a form which monitors parking meter spaces rented by contractors having legitimate reasons to close off access to city parking meters (such as moving companies, construction companies, and sign companies). Records are used to inform treasurer for billing purposes. Includes: forms and related correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3402

3

TITLE: Parking meter repair records

DATES: 1975-2015.

ARRANGEMENT: Numerical by location in calendar year

DESCRIPTION:

This is a card log showing type and frequency of repair for each parking meter. Meters are only checked and repaired as complaints are received. The cards are used for preventive maintenance and to verify parking ticket complaints. Includes: location of meter, date and type of repair.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3389

3

TITLE: Requisitions control register

DATES: 1981-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is a log registering all purchasing requisitions issued by the Transportation Division. They are used as a reference index to locate requisitions for budget, research, and validation purposes. Includes: requisition control number, purchase order number, date transmitted, estimated amount, date liquidated, and actual amount.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3394

3

TITLE: Review drawings

DATES: 1981-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Final plans and specifications for approved and constructed state buildings.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Construction plans in-review, GRS-1780.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after project completion and then destroy.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 8973

3

TITLE: Sign inventory

DATES: 1985-2015.

ARRANGEMENT: None

DESCRIPTION:

This current inventory contains automated information on all traffic signs in Salt Lake City. It is for easy access on location of all traffic signs. Includes: type and location of all signs, date installed, date of last maintenance, and work order number associated with that maintenance.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1986

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office permanently provided constantly updated.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3403

3

TITLE: Signal light conflict monitor log

DATES: 1984-2015.

ARRANGEMENT: Alphanumerical by location in calendar year

DESCRIPTION:

This is a log showing when each conflict monitor was serviced (a safety device that functions to avoid two opposite green lights showing at the same time). It is used for maintenance purposes. Includes: location, type of conflict monitor and date serviced.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3397

3

TITLE: Signal timing record

DATES: 1935-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is a card file which documents the signal controller setting for each signalized intersection. It is necessary for Traffic Control System parameter definitions and for reasons of liability. Includes: intersection location, date card completed, controller number, date installed, serial number, original date intersection signalized, length of time for each phase of red, green and amber lights, whether flashing operation, cycle length, and whether actuated, if so which streets and type of detection, and remarks.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Files contain explanations for previous decisions on signal controller settings. Division believes information is crucial in making current decisions and to provide an overall view of the system.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3395

3

TITLE: Signalized intersection aerial photographs

DATES: 1978-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are aerial survey photographs of signalized intersections within the city taken as need by contracted photographer. The photographs are used for designs, reports, and presentations.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1986

FORMAT MANAGEMENT:

Photographs: Retain in Office until administrative need ends and then destroy.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3396

3

TITLE: Signalized intersection inventories

DATES: 1984-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is a record of all signal equipment and timing set-up of each signalized intersection including photographs, which is used to determine compliance with safety guidelines and as a record of changes on a historical basis. Includes: information concerning poles (pole identifier, type, type of material used, base description, condition, general comments, and a diagram of location), signal heads information (number, approach direction, whether programmed or non-programmed, lens type, aim, spacing, head to stopline distance, head clearance, condition, posted approach speed, comments, and signal condition, posted approach speed), signal ...

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office permanently provided constantly updated.

APPRAISAL:

Since record is new, the division has not had opportunity to evaluate how long information is needed to be maintained. Information is currently viewed as essential because without it, division would be required to make a physical check of all signal equipment.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3391

3

TITLE: Street lighting assessments

DATES: 1895-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are files containing all documentation concerning each street light assessment and the renewal or the extension of existing special improvement districts for street lighting.

Includes: street lighting assessment plans, calculations, and related correspondence, and may contain related ordinances, notices of intention, notices to property owners and notices to contractors.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: For records beginning in 1895 through 1900. Retain in State Archives permanently after microfilming.

Paper: For records beginning in 1901 and continuing to the present. Retain in Office for 3 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 8980

3

TITLE: Traffic accident information

DATES: 1980-2015.

ARRANGEMENT: None

DESCRIPTION:

Statistical information concerning accident history obtained from police accident records. Information is used for research and report writing. Includes: date, location, type of accident, severity, weather conditions, road surface conditions, and accident history.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1986

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office for 7 years and then erase.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3398

3

TITLE: Traffic control system daily log

DATES: 1983-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is an abridgment of a continuous computer print out containing information on daily system events of the traffic control system. The log is an extremely important record in documenting events for litigation purposes. These print outs include malfunctions, communication failure, timing plan transition, for all signals on computerized system in city.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 8985

3

TITLE: Traffic control system timing parameters

DATES: 1985-2015.

ARRANGEMENT: None

DESCRIPTION:

This is an automated system of user defined values for all elements of system operation for traffic parameters. It is used to control traffic signals. System is backed up monthly on hard disk and tape. Includes: intersection names and identifiers, local signal controller type, minimum and maximum values, and cycles lengths.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1986

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office until device is no longer in used and then erase.

Computer magnetic storage media: Retain in Office for 1 month and then erase.

Computer magnetic storage media: Retain in Office for 1 month and then erase.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3404

3

TITLE: Traffic controller service record

DATES: 1980-2015.

ARRANGEMENT: Alphanumerical by location in calendar year

DESCRIPTION:

This record contain information which show the dates that traffic signal controllers are serviced for timing and for proper working conditions. It is used for maintenance purposes. The record includes location, type of controller monitor and date serviced.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3393

3

TITLE: Traffic drawings and area maps

DATES: 1966-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are the original drawings or area maps of city streets used to determine whether changes are needed in school zones, pedestrian crossings, intersections, signalized intersections and street stripping. The drawings are used as a reference tool for the performance of all maintenance work. This record includes drawings of existing signalized intersections, school zones, control islands, providing standardized details, revisions, Sidwell data, office organizational charts, special projects and design projects.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years or until revised and then destroy.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3384

3

TITLE: Transportation Systems Management (TSM) projects

DATES: i 1982-2015.

ARRANGEMENT: Alphabetical by location and calander year

DESCRIPTION:

These project files concern an on-going transportation study. Specific project proposals are reviewed by the Wasatch Front Community Council to determine the amount of federal funds the city is eligible to receive. Includes: accident history, traffic counts, and other information for decision making and future projections. May contain plans and drawings and committee reviews.

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 1 year after warranty period lapses and then destroy.

APPRAISAL:

OMB Circular A-102, Attachment C, 3/82

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3385

3

TITLE: Transportation subdivisions/development review files

DATES: i 1983-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a duplicate set of plans submitted by developers for subdivisions, Planned Unit Developments (PUDs), commercial or industrial complexes. It is used for city verification of compliance with ordinances and design criteria on streets and alleys. The record copy is maintained by the Department of Planning and Zoning. Includes: plans and related correspondence.

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 after projection completion and then destroy.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3405

3

TITLE: Trouble call report

DATES: 1981-2015.

ARRANGEMENT: Alphanumerical by location

DESCRIPTION:

This is a record generated by telephone calls from private citizens or Police Department concerning traffic signals that require repair. Report is necessary for verification purposes in litigation. this record includes location, name of person reporting, date, time, report of trouble, description of trouble found, repair made, by whom, date,time arrived and time completed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 8984

3

TITLE: Work order information

DATES: 1980-2015.

ARRANGEMENT: None

DESCRIPTION:

This is automated information on the instruction for initiating work in the field such as regulating traffic signals, sign installation and paint striping. The information is necessary for litigation purposes. The system is backed up on tape every 30 days. Includes: work order number, name of person issued by, date, location, work order type, instructions, special instructions, date completed, equipment, and material and labor used.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1986

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office for 2 years after date of completion and then erase.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3400

4

TITLE: Work order log

DATES: 2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is a log of all work order requests. It is used for future reference to verify work was performed. This record includes work order requests, date received and completed, record of trouble calls and work completed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

AGENCY: Salt Lake City (Utah). Public Services. Division of Transportation

SERIES: 3388

3

TITLE: Work orders

DATES: 1980-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are requests from the public or other city departments concerning the installation or the removal of signs for school zones or other traffic problems or hazards. They also include requests for installation or removal of parking meters. These requests are referred to frequently for studies in analyzing traffic impacts. These requests include initial information (work order number, name of person issuing, date of location, work order type, special instructions); and completion information (date completed, by whom, equipment, and material used).

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.