

## Retention and Classification Report

**Agency:** Department of Transportation (1177)

4501 South 2700 West  
P.O. Box 141265  
Salt Lake City, UT 84114-1265  
801-965-4026

**Records Officer:** \_\_\_\_\_

29624	Administrative rule records
29603	Budget
00961	Commission minutes
23136	Consultant project files
18865	Diaries and desk file correspondence
09919	Equipment rental rates reports
18060	Executive correspondence
00887	Highway maps
23837	I-15 Project files
21863	Interstate highway reports
21862	Publications
18866	Test results correspondence
10040	Traffic accidents publications
00917	Traffic on Utah Highways reports
20865	Utah Road Systems reports

**AGENCY:** Department of Transportation

**SERIES:** 29624

3

**TITLE:** Administrative rule records

**DATES:** 1998-

**ARRANGEMENT:** numerical

**DESCRIPTION:**

Information an agency relies upon when making a rule under Utah Code 63-45a-1 et seq. (2004), including copies of the proposed rule, change in the proposed rule, and the rule analysis

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Administrative rule records, GRS-1692.

**AUTHORIZED:** 07-07-2021

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Department of Transportation

**SERIES:** 29603

3

**TITLE:** Budget

**DATES:** 2010-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These records are used to document the intended appropriation of funds. Information may include budget requests, proposals, and reports documenting the status of appropriations.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

**APPRAISAL:**

These records have fiscal value(s).

**AGENCY:** Department of Transportation

**SERIES:** 961

3

**TITLE:** Commission minutes

**DATES:** 1909-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives 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.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

Minutes document deliberations and decisions, preserving agency history. Minutes are useful to researchers.

**AGENCY:** Department of Transportation

**SERIES:** 961

**TITLE:** Commission minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** Department of Transportation

**SERIES:** 23136

3

**TITLE:** Consultant project files

**DATES:** 1990-

**ARRANGEMENT:** Numerical by contract number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These files document the tracking and administration of contracts with consultants who perform professional services for the Utah Department of Transportation. Information includes approvals, proposals, evaluations, negotiation summaries, engineering services, audit reports, invoices and warrant requests, progress reports, and correspondence.

**RETENTION:**

Retain for 7 year(s) after expiration of contractual agreement

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

**AUTHORIZED:** 07-30-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after contract closes and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

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

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Transportation

**SERIES:** 23136

**TITLE:** Consultant project files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-301 (2008)

**AGENCY:** Department of Transportation

**SERIES:** 18865

3

**TITLE:** Diaries and desk file correspondence

**DATES:** 1997-

**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

**SERIES:** 9919

3

**TITLE:** Equipment rental rates reports

**DATES:** 1991-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These reports are prepared by the Department of Transportation in cooperation with the Associated General Contractors of Utah and have been approved by the Federal Highway Administration. The reports are to be used in arriving at rental rates to be paid to contractors for equipment used on force account extra work on highway contracts. The reports contain information pertaining to type of equipment, rental rates, description, manufacturer's rated capacity and distributors.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center until microfilmed and then transfer to State Archives with authority to weed.

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

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

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Disposition based on value of records in documenting the activities and rental agreements of the agency.

**AGENCY:** Department of Transportation

**SERIES:** 9919

**TITLE:** Equipment rental rates reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation

**SERIES:** 18060

3

**TITLE:** Executive correspondence

**DATES:** 1957-

**ARRANGEMENT:**

**DESCRIPTION:**

Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of a state agency. These records document executive decisions made regarding agency interests.

**RETENTION:**

Permanent. Retain for 5 year(s) after separation

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after separation and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until separation and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Correspondence documents agency history, functions, and decisions. These documents have ongoing research value.

**AGENCY:** Department of Transportation

**SERIES:** 18060

**TITLE:** Executive correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private.	Utah Code 63G-2-302(2)(d)
Protected.	Utah Code 63G-2-305(12) and 17)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2020.

**AGENCY:** Department of Transportation

**SERIES:** 887

3

**TITLE:** Highway maps

**DATES:** 1910-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The maps contain information pertaining to the types and locations of highways, cities and towns, points of interest, historical sites, state and national parks, and lakes and rivers.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center until microfilmed and then transfer to State Archives with authority to weed.

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

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

Aperture cards: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These maps document the development of the highway system in Utah. These records have ongoing research value.

**AGENCY:** Department of Transportation

**SERIES:** 887

**TITLE:** Highway maps

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** Department of Transportation

**SERIES:** 23837

3

**TITLE:** I-15 Project files

**DATES:** 1995-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

The I-15 Project involved the widening and general improvement of the Salt Lake Valley's Interstate freeway system. These files contain project correspondence dealing with the scope, schedule and budget of the project. Miscellaneous documents in these files include information on right of way, utility, construction and design issues, change orders, invoices, schedules and audit reports.

**RETENTION:**

Permanent. Retain for 2 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:** 04/2002

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 2 years and then transfer to State Archives.

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

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

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

**AGENCY:** Department of Transportation

**SERIES:** 23837

**TITLE:** I-15 Project files

(continued)

**APPRAISAL:**

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

The computer data files are scanned images of the hardcopies.

They are used in office only and duplicate the information found in the hardcopy files.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Transportation

**SERIES:** 21863

3

**TITLE:** Interstate highway reports

**DATES:** 1956-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This series includes reports about the interstate highway system in the state. The reports contain information pertaining to design, location studies, travel, development plans, contract reports, cost estimate and drawings.

**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 Records Center until microfilmed and then transfer to State Archives with authority to weed.

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

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

**APPRAISAL:**

These records have historical value(s).

Records in this series document agency history, functions, and decisions. Publications have ongoing research value.

**AGENCY:** Department of Transportation

**SERIES:** 21863

**TITLE:** Interstate highway reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation

**SERIES:** 21862

3

**TITLE:** Publications

**DATES:** 1974-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include administrative, legal, and fiscal information; facilities; legislative action; and all other activities of the Department of Transportation. Consists primarily of isolated publications not part of a more specific series.

**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 Records Center until microfilmed and then transfer to State Archives with authority to weed.

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

Microfiche duplicate: 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.

**AGENCY:** Department of Transportation

**SERIES:** 21862

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation

**SERIES:** 18866

3

**TITLE:** Test results correspondence

**DATES:** 1997-

**ARRANGEMENT:** 1964-

**DESCRIPTION:**

This is correspondence generated by agency test section results.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation

**SERIES:** 10040

3

**TITLE:** Traffic accidents publications

**DATES:** 1959-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These reports contain information pertaining to fatal accidents, pedestrian accidents, cost reports, summary reports and accident rates.

**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 Records Center until microfilmed and then transfer to State Archives with authority to weed.

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

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

**APPRAISAL:**

These records have historical value(s).

Records in this series document highway safety. These documents have ongoing research value.

**AGENCY:** Department of Transportation

**SERIES:** 10040

**TITLE:** Traffic accidents publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation

**SERIES:** 917

3

**TITLE:** Traffic on Utah Highways reports

**DATES:** 1940-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These reports contain various traffic statistics that are intended for use by transportation management, business and the public. The traffic information is used in planning, programming, highway design, maintenance, traffic control and general administration of highway systems. The traffic information in the reports includes Annual Average Daily Traffic, Annual Average Weekday Traffic, Annual Average Weekend Traffic and commercial truck statistics on road sections of the State Highways, Federal-Aid Urban Local Highways and Federal-Aid Secondary Local Highways. These reports are produced in cooperation with the U.S Department of Transportation and the Federal Highway Administration.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center until microfilmed and then transfer to State Archives with authority to weed.

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

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



**AGENCY:** Department of Transportation

**SERIES:** 917

**TITLE:** Traffic on Utah Highways reports

(continued)

**APPRAISAL:**

These records have historical value(s).

These records document agency history and functions. Publications have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** Department of Transportation

**SERIES:** 20865

3

**TITLE:** Utah Road Systems reports

**DATES:** 1948-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These reports were compiled to provide a reference source of the major road systems in the state. These reports contain information pertaining to highways and maps showing highway locations, federal-aid systems, collector road systems, and the forest highway system.

**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.

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

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

**APPRAISAL:**

These records have historical value(s).

Records in this series document the Utah highway system. These documents have research value.

**AGENCY:** Department of Transportation

**SERIES:** 20865

**TITLE:** Utah Road Systems reports

(continued)

**PRIMARY DESIGNATION:**

Public