

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
21860	*Annual plan reports
29603	Budget
00961	Commission minutes
23136	Consultant project files
17945	*Correspondence, Administrative Associations
19162	*Delinquent revocation records
18865	Diaries and desk file correspondence
09919	Equipment rental rates reports
18060	Executive correspondence
00923	*Federal and state highway project correspondence
05825	*Highway district building drawings and specifications
00887	Highway maps
17853	*Highways as constructed plans
23837	I-15 Project files
24932	*I-80 Test section records
18864	*Inspection reports correspondence
21863	Interstate highway reports
18871	*Lab reports correspondence
24911	*Olympic training manuals
24559	*Olympic transportation plans
24876	*Olympics transportation story
10904	*Passenger Tramway Safety Committee records
04684	*Property photo negatives
21862	Publications
10038	*Road and bridge reports
18866	Test results correspondence
10040	Traffic accidents publications
00917	Traffic on Utah Highways reports
21108	*Transportation News on the Wasatch Front newsletters

20865 Utah Road Systems reports
30870 Wrong-way driver detection and alert records

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: 21860

3

TITLE: Annual plan reports

DATES: 1967-1979.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains reports which provide information about activities of the previous year. The reports contain information pertaining to highway management, administrative and support functions, legislation, resource management, right of way acquisition, public relations and planning and programming.

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).

Publications document agency history, functions, and decisions.

These records have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation

SERIES: 29603

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: 17945

TITLE: Correspondence, Administrative Associations

DATES: 1957-1969.

ARRANGEMENT:

DESCRIPTION:

3

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: 19162

3

TITLE: Delinquent revocation records

DATES: 1981-1982.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are job details detailed in computer output.

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 administrative value(s).

PRIMARY DESIGNATION:

Public

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: 923

1

TITLE: Federal and state highway project correspondence

DATES: 1923-1985.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION AND DISPOSITION AUTHORIZATION:

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

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.

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 work related to the interstate highway system in Utah. These documents have ongoing evidentiary and research value.

AGENCY: Department of Transportation

SERIES: 923

TITLE: Federal and state highway project correspondence

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation

SERIES: 5825

3

TITLE: Highway district building drawings and specifications

DATES: ca. 1960.

ARRANGEMENT: by building

DESCRIPTION:

Final plans and specifications for approved and constructed state buildings.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

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: 17853

3

TITLE: Highways as constructed plans

DATES: 1978-1987.

ARRANGEMENT:

DESCRIPTION:

Final plans and specifications for approved and constructed state buildings.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Microfilm duplicate: Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently.

PRIMARY DESIGNATION:

Public

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: 24932

3

TITLE: I-80 Test section records

DATES: 1966.

ARRANGEMENT: Chronological

DESCRIPTION:

These records were created by the Department of Transportation as a result of a request made by the Federal Government. They were provided to the Iranian government to help them in the construction of a highway along salt flats similar to those found in Utah. Records include written descriptions and narrated film documentation of highway tests conducted before I-80 was constructed along the salt flats of western Utah. Records which document an agency's history. Includes scrapbooks, photographs, articles, program notes and information about events and programs sponsored or funded by an agency. May also include narrative audio and audiovisual agency histories.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Motion picture film master: Retain in State Archives permanently with authority to weed.

Audio cassettes: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

AGENCY: Department of Transportation

SERIES: 24932

TITLE: I-80 Test section records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation

SERIES: 18864

3

TITLE: Inspection reports correspondence

DATES: 1970-1975.

ARRANGEMENT:

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

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.

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: 18871

3

TITLE: Lab reports correspondence

DATES: 1967-1974.

ARRANGEMENT: Alphanumerical by lab report number.

DESCRIPTION:

This series contains correspondence generated by departmental lab reports.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation

SERIES: 24911

3

TITLE: Olympic training manuals

DATES: 2002.

ARRANGEMENT: Alphabetical by subject.

TOTAL VOLUME: 16.00 cubic feet.

DESCRIPTION:

These manuals were created to aid the Department in training agency personnel in preparation for the 2002 Winter Olympic games. Manuals contain training outlines and instructions for dealing with specific job assignments and general protocol during the games.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2003

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation

SERIES: 24559

3

TITLE: Olympic transportation plans

DATES: 1997-2002.

ARRANGEMENT: Numerical by project/contract number

TOTAL VOLUME: 12.00 cubic feet.

DESCRIPTION:

These plans were created by the Utah Department of Transportation in preparation for transportation during the 2002 Winter Olympic games. This series includes venue transportation plans (VTOP), venue transportation management plans (VTMP), federal project files for constructing Park & Ride lots, appropriation and funding information, contracts, agreements, and procurement records.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

Video recordings master: Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

Photographs: Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Department of Transportation

SERIES: 24559

TITLE: Olympic transportation plans

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation

SERIES: 24876

3

TITLE: Olympics transportation story

DATES: 2002.

ARRANGEMENT: none

DESCRIPTION:

This series contains written explanations and a video production detailing transportation during the 2002 Olympics produced by the Department of Transportation. "The Utah Department of Transportation, in cooperation with the Utah Transit Authority and the Salt Lake Organizing Committee, prepared a video primer of the lessons learned about planning and operating a comprehensive Olympic transportation system. Future Olympic hosts will be provided with this information in hopes they can build on our success." (letter to Robert Woodhead from John R. Njord, Department of Transportation Executive Director, October 17, 2002)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

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

Paper: 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. These records have ongoing research value.

AGENCY: Department of Transportation

SERIES: 24876

TITLE: Olympics transportation story

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation

SERIES: 10904

3

TITLE: Passenger Tramway Safety Committee records

DATES: 1970.

ARRANGEMENT: none

DESCRIPTION:

Holdings: (1) Two reports containing preliminary calculations for the Snowbird Aerial Tramway prepared by Karl Garaventa's Sohne, AG. of Goldau, Switzerland: (a) Calculations of the longitudinal section, rope statistics, power diagram, May 1970; and (b) preliminary calculations for tower #2, June 25, 1970; and (2) a news release announcing a passenger tramway safety seminar for engineers.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).
Records in this series document agency history and functions.
These documents have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation

SERIES: 4684

3

TITLE: Property photo negatives

DATES: 1961-1974.

ARRANGEMENT: Numerical by street address

DESCRIPTION:

Negatives (few prints) of photographs taken by Transportation; may be preliminary work to destruction of buildings for roadways. Majority are residential but there are some commercial properties.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Photo negatives: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has historical value as documentation of the activities of the Department of Transportation and the impact of those activities in the neighborhoods and communities where they took place.

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: 10038

3

TITLE: Road and bridge reports

DATES: 1939-1980.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

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 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. These documents have ongoing research value.

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: 21108

3

TITLE: Transportation News on the Wasatch Front newsletters

DATES: 1965-1980.

ARRANGEMENT: Chronological

DESCRIPTION:

These newsletters contain information pertaining to transportation studies in the Salt Lake, Ogden, Provo and Utah Valley areas. Current activities, legislation, news, photographs, charts, and maps are included in the newsletters. The newsletter ended in 1974 when the management responsibility for the transportation studies changed from the Highway Department to the Wasatch Front Regional Council and the Mountainland Association of Governments.

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 document agency history and functions and have ongoing research value.

PRIMARY DESIGNATION:

Public

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

AGENCY: Department of Transportation

SERIES: 30870

1

TITLE: Wrong-way driver detection and alert records

DATES: 2024-

ARRANGEMENT: Chronological

DESCRIPTION:

These records are generated by a wrong-way driver detection and alert system. Records include footage captured by the system as vehicles trigger the cameras by entering exit ramps or vice versa. Footage is limited to recordings of the vehicle passing the cameras going the wrong way, and turning around to correct the mistake. Footage is very granular and is not able to identify license plates or faces. Records also include two still images of the vehicle captured by the cameras. Additional records in this schedule include automated emails sent to a department listserv that provide links to footage and still images. The emails, along with the footage and still images, are passed along to appropriate law enforcement agencies when vehicle enters the wrong way and does not turn around. Data Collection Disclosure (updated 2024.06.27) (i) Data Collection Need: The Utah Department of Transportation (UDOT) collects time, date, location, and visual images capturing wrong-way driving incidents in order to collect data on the frequency, location(s), and driver actions during a wrong-way driving incident. (ii) Limited Use Purpose: This data will be used to identify where and when wrong-way driving incidents occur on State highways and to observe drivers' decisions during a wrong-way driving incident (i.e., if they turn around or if they keep driving the wrong way). In addition, redacted or de-identified data may be employed to support transportation research, improve the effectiveness of internal and external training programs, and improve longitudinal program performance outcomes. This data is subject to public information releases under Utah Code 63G-2-301. It will not be shared, monetized, or otherwise sold to any third-party with data brokering or other commercialization-related interests. (iii) Classes of Persons and Governmental Entities Share/Receive Information: This data may be shared with specific UDOT employees that have an essential role in the data processing and analysis. This data may also be shared with UDOT contractors, UDOT consultants, state-level executive branch agencies, and other parties that fall within the scope of the expressed limited use purpose. (iv) Records Series Information: The record and retention information can be found online with the Utah Division of Archives and Records Service, 30780 - Wrong-way driver detection and alert records.

AGENCY: Department of Transportation
SERIES: 30870
TITLE: Wrong-way driver detection and alert records

(continued)

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:

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2024)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d) (2023)