

## Retention and Classification Report

**Agency:** Department of Transportation. Office of Administrative Services (1178)

4501 South 2700 West  
Salt Lake City, UT 84114  
801-965-4656

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

06755	*Daily correspondence and interdepartmental memoranda
09062	*Employee incentive award applications
06756	*Engineer working case files
08665	*Mail books of incoming correspondence
06759	*Parcel delivery receipts
06239	*Prequalification applications
06758	*Subject correspondence

**AGENCY:** Department of Transportation. Office of Administrative Services

**SERIES:** 6755

1

**TITLE:** Daily correspondence and interdepartmental memoranda

**DATES:** 1942-2013.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Business-related messages that document work accomplished, transactions made, or actions taken. These records do not offer unique information about agency functions, programs, or policies, though they may cite them. These records may originate on paper, electronic mail, or other media.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1983 and continuing to the present. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Office of Administrative Services

**SERIES:** 9062

3

**TITLE:** Employee incentive award applications

**DATES:** ca. 1970.

**ARRANGEMENT:** None

**DESCRIPTION:**

Reports pertaining to the operation of the incentive awards program.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Incentive awards program records, GRS-2444.

**AUTHORIZED:** 02-01-2006

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Transportation. Office of Administrative Services

**SERIES:** 6756

3

**TITLE:** Engineer working case files

**DATES:** i 1980-2013.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are the working papers of the project engineer assigned to each project of the Utah Department of Transportation (UDOT). The files document the reference materials used by the engineer in the design and construction of the project, the records of payment made to contractors and sub-contractors, weather conditions, information concerning compliance to safety regulations, and other data relative to the progress of the project. These files include estimates of the payments to be made to the contractor working on the project; weigh tickets indicating the amount of material hauled by trucks through the weigh station for the project; copies of correspondence relating to the project; monthly safety reports; documentation of Equal Employment Opportunity meetings and interviews; sub-contracts; material files of testing; progress reports; and payroll records of wages paid to the personnel of the prime contractor and the sub-contractor. Personal data elements include names of employees, salary, current and past addresses, and salary withholdings.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 3 years after project completion and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). The Code of Federal Regulations, title 23, section 17.5 indicates retention periods for records concerned with federal-aid highway programs. Subsections (b)(2) states: "records for nonexpendable property acquired with federal funds shall be retained for three years after the final disposition of the property. Subsection (c)(1) states that for project oriented records, the three year retention period starts when the final voucher is submitted.

**AGENCY:** Department of Transportation. Office of Administrative Services

**SERIES:** 6756

**TITLE:** Engineer working case files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Workers' salary withholdings and social security numbers

**AGENCY:** Department of Transportation. Office of Administrative Services

**SERIES:** 8665

3

**TITLE:** Mail books of incoming correspondence

**DATES:** i 1971-1986.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These loose-leaf binders log incoming correspondence to the department. The original purpose was to monitor and support responses to the correspondence received by Utah Department of Transportation. However, the mail books are not used as resources and are no longer prepared. Information includes date of the letter, to whom the letter was written and by whom, and the subject of the letter.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the 1986 Utah General Retention Schedule, Schedule 12, Item 6. Previous decision: RDR 79-122: microfilm.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Office of Administrative Services

**SERIES:** 6759

3

**TITLE:** Parcel delivery receipts

**DATES:** i 1980-2013.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are copies of receipts documenting the acceptance and insurance of a parcel for delivery to an entity outside of the department by a commercial delivery company. These documents include individual sending the parcel, individual or entity receiving the parcel, accession number, parcel company account number, date, weight, and insurance status.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
General Retention Schedule 12, Item 6 indicates a retention of one year.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Office of Administrative Services

**SERIES:** 6239

3

**TITLE:** Prequalification applications

**DATES:** 1965-2013.

**ARRANGEMENT:** Chronological, thereunder alphabetical by contractor name

**DESCRIPTION:**

These are the applications and financial records of contractors seeking prequalification to bid on projects advertised by the Department of Transportation. Contractors who bid over \$500,000 for construction projects must be prequalified. The applications are renewed each year. The information includes assets/debts, expenditures, copies of occupational licenses, and verification of property ownership.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Approved vendor list, GRS-1975.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

These records are subject to audit by the Federal Highway Administration. The disposition reflects 23 CFR Part 230, Subpart A, Appendix A.

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Transportation. Office of Administrative Services

**SERIES:** 6758

1

**TITLE:** Subject correspondence

**DATES:** i 1930-2013.

**ARRANGEMENT:** Alphabetical by sender

**DESCRIPTION:**

These are the official copies of all correspondence relevant to departmental policies, procedures, and productivity to and from entities outside of the department, but not attached to a particular project file. This record includes correspondence, names, addresses, and issues concerning the operations of UDOT.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

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

Microfilm 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