

## Retention and Classification Report

**Agency:** Department of Transportation. Planning & Investment. Technology & Innovation.  
Research/Innovation. Central Records Management  
4501 South 2700 West  
Salt Lake City, UT 84114  
801-965-4656

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

06760	Central records transfer storage files
29679	Howard C. Means collection
29671	*Lester Wire collection
06761	Proof of payment receipts

**AGENCY:** Department of Transportation. Planning & Investment. Technology & Innovation. Research/Innovation. Central Records Management

**SERIES:** 6760

3

**TITLE:** Central records transfer storage files

**DATES:** i 1984-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are forms used by Central Records to document the records transferred to the Central Records facility for storage and as finding aids for their retrieval. These forms include name and type of record, the dates, the arrangement, originator of the record, disposition, and location in the Central Records storage facility.

**RETENTION:**

Permanent. Retain for 3 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:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after records are removed from Central Records and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative need expressed by the agency.

**AGENCY:** Department of Transportation. Planning & Investment. Technology & Innovation.  
Research/Innovation. Central Records Management

**SERIES:** 29679

3

**TITLE:** Howard C. Means collection

**DATES:** 1891-1902; 1905-1913; 1930; 1947

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains materials documenting the work of Howard C. Means, Chief Engineer of the Highway Department, prior to his working for the Highway Department.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of water management in the West, along with documentation of American Indian life and customs.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Planning & Investment. Technology & Innovation. Research/Innovation. Central Records Management

**SERIES:** 29671

3

**TITLE:** Lester Wire collection

**DATES:** 1888-1982.

**ARRANGEMENT:** By subject and format, thereunder generally chronological.

**DESCRIPTION:**

This series contains a variety of materials related to the life and work of Lester Wire. The materials were collected by Lester's sister, Edith, and were donated to the library at the Department of Transportation. The library maintained an exhibit about Lester Wire for many years and eventually transferred all the materials to the State Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Artifacts, GRS-2049.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently.

Artifacts: Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).

This collection has permanent historical value relating to the invention of the traffic signal in Salt Lake City. The collection contains unique photographs and artifacts documenting the life of the historical figure Lester Wire. It also contains material about the traffic and motorcycle squad in the Salt Lake City Police Department, athletic divisions in the Salt Lake City High School, and the World War I ambulance company from Fort Douglas. Furthermore, the collection presents scenes about the lives of Utah Catholics and the College of St-Mary-of-the-Wasatch. There are also photographs and film of historic Salt Lake City and of prominent Utahns, including Richard K. A. Kletting, Senator Tom Connally, and Senator Elbert Thomas. The collection also documents the naming of Mt. Wire, and includes administrative papers for the development of the Lester Wire Memorial Library at the Utah Department of Transportation headquarters.

**AGENCY:** Department of Transportation. Planning & Investment. Technology & Innovation.  
Research/Innovation. Central Records Management

**SERIES:** 29671

**TITLE:** Lester Wire collection

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Planning & Investment. Technology & Innovation.  
Research/Innovation. Central Records Management

**SERIES:** 6761

3

**TITLE:** Proof of payment receipts

**DATES:** i 1983-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are copies of statements from outside companies and invoices indicating payment by Central Records to commercial parcel delivery companies and other companies doing business with Central Records. This series includes invoice number, amount to be paid, proof-of-pickup and delivery records, and date.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**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 value(s).

This disposition is based on the administrative need expressed by the agency.