

## Retention and Classification Report

**Agency:** Department of Transportation. Communications Division (1181)

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Salt Lake City, UT 84114  
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**Records Officer:** \_\_\_\_\_

25147	Awards of commendation
25825	Executive correspondence and records
08668	News releases
25239	Official photographs: video documentation of construction pr
28908	Olympics Public Relations Records
06680	Public hearing reports
25824	Public relations project records

**AGENCY:** Department of Transportation. Communications Division

**SERIES:** 25147

3

**TITLE:** Awards of commendation

**DATES:** 1967-

**ARRANGEMENT:** Alphabetical by awarding organization.

**DESCRIPTION:**

This series contains various awards of commendation received by the Utah Department of Transportation. These commendations help to document the accomplishments associated with the agency's major highway projects and administrative programs. The awards are either framed certificates or metal engravings mounted on wood plaques.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**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 Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Video recordings master: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 3 years 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. Communications Division

**SERIES:** 25147

**TITLE:** Awards of commendation

(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records document the history, activities and achievements  
of the agency.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2016.

**AGENCY:** Department of Transportation. Communications Division

**SERIES:** 25825

3

**TITLE:** Executive correspondence and records

**DATES:** 1994-

**ARRANGEMENT:** Chronological by date.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records support the agency's function to advise the public and other interested parties of the department's plans and programs. Records document the decision-making processes of the executive officer as he or she creates programs, policies, procedures, and budgets, and include all related research.

**RETENTION:**

Permanent. Retain until 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 until 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 administrative, and/or historical value(s).

These records document the executive decision-making processes of the department and their effort to be transparent in their government duties.

**AGENCY:** Department of Transportation. Communications Division

**SERIES:** 25825

**TITLE:** Executive correspondence and records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Communications Division

**SERIES:** 8668

3

**TITLE:** News releases

**DATES:** 1978-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These are news releases prepared by the Utah Department of Transportation to disseminate information about the department and its activities to Utah's news media. Includes information about meetings, construction, UDOT employees, and other items of public interest.

**RETENTION:**

Permanent. Retain for 6 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

**AUTHORIZED:** 12-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 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.

Video recordings master: Retain in Office for 6 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 6 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These records document the distribution of news media by the Department of Transportation.

**AGENCY:** Department of Transportation. Communications Division

**SERIES:** 8668

**TITLE:** News releases

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2016.

**AGENCY:** Department of Transportation. Communications Division

**SERIES:** 25239

3

**TITLE:** Official photographs: video documentation of construction projects

**DATES:** 1981-

**ARRANGEMENT:** Initially alphabetical by subject or name of construction project, and subsequently sequential by job number.

**DESCRIPTION:**

The Utah Department of Transportation (UDOT) documents highway construction projects. In addition to still photographs, UDOT photographic services created video documentation from 1985 to 1992. These videos include footage of construction processes. They also document construction progress by driving with a camcorder through the entire length of a project at different time intervals. Video footage in this series documents freeway construction projects, including I-70, I-80, I-215, and I-15, including the failed application of syncrete on I-15. It also documents construction of Bangerter Highway in Salt Lake City, Washington Boulevard in Ogden, and many additional state roads and bridges.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency achievements, projects, and function.



**AGENCY:** Department of Transportation. Communications Division

**SERIES:** 25239

**TITLE:** Official photographs: video documentation of construction projects

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Communications Division

**SERIES:** 28908

3

**TITLE:** Olympics Public Relations Records

**DATES:** ca. 2000-2002

**ARRANGEMENT:**

**DESCRIPTION:**

Records document the interactions between the agency and the Public in preparation for and during the 2002 Winter Olympics.

**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 Public information files, GRS-2001.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

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

**AGENCY:** Department of Transportation. Communications Division

**SERIES:** 6680

3

**TITLE:** Public hearing reports

**DATES:** 1956-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These records are created and used by Transportation's Community Relations to document public hearings held. They are also used to record the dialogue between the state and citizens during the meeting, and to provide legal evidence of verbal contracts. Included are the notices of the hearings, transcripts, and letters for or against given issues.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then microfilm and 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, and/or legal value(s).

This disposition is based on the historical value of these records. Also, the Department of Transportation is legally required to hold public hearings according to 23 CFR 771. The

**AGENCY:** Department of Transportation. Communications Division

**SERIES:** 6680

**TITLE:** Public hearing reports

(continued)

documents are used often for reference.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Communications Division

**SERIES:** 25824

3

**TITLE:** Public relations project records

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by project name.

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These records support the agency's function to keep people advised of the plans and programs of the Department of Transportation. These records are used by the agency as they prepare to provide information to the public and the media. Records contain meeting notes, correspondence, news clips, office publications, public surveys, focus groups, and related records regarding the department's projects, programs, and public relations campaigns.

**RETENTION:**

Permanent. Retain until final action

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

**AUTHORIZED:** 12-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office until project has been completed and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Video recordings master: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Transportation. Communications Division

**SERIES:** 25824

**TITLE:** Public relations project records

(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records document the agency's achievements, projects, and function.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2016.