

Retention and Classification Report

Agency: Department of Transportation. Communications Division (1181)

4501 South 2700 West
Salt Lake City, UT 84114
801-965-3883

Records Officer: _____

25147	Awards of commendation
11380	*Employee profiles
25825	Executive correspondence and records
03335	*News coverage records
08668	News releases
24289	*Official photographs
25122	*Official photographs index
25633	*Official photographs: AASHTO convention
25229	*Official photographs: Thistle disaster documentation
25239	Official photographs: video documentation of construction pr
28908	Olympics Public Relations Records
19614	*Photographs state road 95
06680	Public hearing reports
25824	Public relations project records
25635	*Slide Presentations
25473	*Subject Photographs
03334	*Transportation newsletters

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: 11380

1

TITLE: Employee profiles

DATES: 1980-2015.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These records document Department of Transportation employees for Community Relations' reference and use. Information includes the physical description, race, and gender of the employee.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until separation of employee or until administrative need ends and then destroy.

Microfiche duplicate: Retain in Archives until separation of employee or until administrative need ends.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Private

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: 3335

3

TITLE: News coverage records

DATES: 1981-2016.

ARRANGEMENT: Chronological by year.

DESCRIPTION:

This series contains news releases concerning major projects, programs, and activities of the Department of Transportation. They are used as an historical reference in the Office of Community Relations. These records include binders with newspaper clippings, television news coverage lists, and videos of television news clips.

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 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then transfer to State Archives.

Video recordings master: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives.

APPRAISAL:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

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: 24289

3

TITLE: Official photographs

DATES: 1964-1998.

ARRANGEMENT: Chronological.

DESCRIPTION:

Photographs and audiovisual documentation of scenic areas, road construction, road damage, and events sponsored or funded by the agency. Also included are narrative audio or audiovisual coverage of agency activities. 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:

Photographs: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

Slides: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

Video recordings master: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

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

AGENCY: Department of Transportation. Communications Division

SERIES: 24289

TITLE: Official photographs

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Communications Division

SERIES: 25122

3

TITLE: Official photographs index

DATES: 1965-1998.

ARRANGEMENT: Sequential by job number with secondary reference alphabetical by subject.

DESCRIPTION:

The Community Relations Office of the Department of Transportation created an index to the office's official photographs. The office assigned a job number to each set of photographs taken or adopted by the office as official photographs. The job number provides access to all photographic material in the official photographs collection. Job numbers include a three part number series. The first number identifies the year in which a photo was taken or adopted as an official photograph. Numbers 5,6,7,8, and 9 represent photographs taken in 1965-1969. Thereafter, numbers identifying year are more complete, such as 1970, 71, 72, 73, and so forth. The second number in the series identifies the job number, and the third number identifies a specific photograph within that job number. For each job number the index minimally identifies the subject of the photos and the date or dates on which they were taken. Some entries also identify the photographer or provide other notes pertaining to the pictures. This series also includes a secondary index which identifies photographs by subject. For each subject the secondary index provides a date and job number. The index also includes a map of district boundaries for Utah Highway Districts, and a list of 54 prominent photographs.

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.

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

AGENCY: Department of Transportation. Communications Division

SERIES: 25122

TITLE: Official photographs index

(continued)

APPRAISAL:

These records have historical value(s).

These indexes provide access to the official photographs of the Utah Department of Transportation.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Communications Division

SERIES: 25633

3

TITLE: Official photographs: AASHTO convention

DATES: 1997.

ARRANGEMENT: Numerical by job number.

DESCRIPTION:

The American Association of State Highway and Transportation Officials (AASHTO) held a five-day convention in Salt Lake City in November 1997. AASHTO is a nonprofit association representing highway and transportation departments in the 50 states, the District of Columbia and Puerto Rico. It represents all five transportation modes: air, highways, public transportation, rail and water. Its primary goal is to foster the development, operation, and maintenance of an integrated national transportation system. The 1997 convention featured an array of displays and speakers, and drew as many 1,200 transportation officials from throughout the United States as well as from several foreign countries. Photographs in this series provide detailed coverage of the events and activities of the convention.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Photographs: For records beginning in 1997 through 1997. 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 activities/events and attendees of the convention.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Communications Division

SERIES: 25229

3

TITLE: Official photographs: Thistle disaster documentation

DATES: 1983-1984.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Utah Department of Transportation (UDOT) Community Relations personnel documented the Thistle Disaster of 1983-1984. Thistle, originally the name of a town, became a term used to describe a massive mud slide which created a natural dam across the Spanish Fork River and destroyed the town of Thistle. UDOT Photographic Services Director, Gerald E. Peterson took hundreds of photographs of the Thistle area from April 1983 to May 1984. This collection not only documents the disaster and subsequent reconstruction, but also includes photographs of Thistle before the disaster.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

The photographs in this series document the Thistle disaster in detail.

PRIMARY DESIGNATION:

Public

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: 19614

3

TITLE: Photographs state road 95

DATES: 1965-1976.

ARRANGEMENT: none

DESCRIPTION:

Color photographs taken by UDOT personnel along proposed route of State Road 95 from Blanding north to Hanksville. Most are credited to Gerald E. Peterson or Cal Briggs.

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:

Photographs: 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 and function.

PRIMARY DESIGNATION:

Public

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.

AGENCY: Department of Transportation. Communications Division

SERIES: 25635

1

TITLE: Slide Presentations

DATES: c1965-1990.

ARRANGEMENT: none

DESCRIPTION:

This series contains slide presentations put together by UDOT for training or educational purposes. Most of the slide presentations do not have any script or explanation other than the images on the slides themselves and possibly a title.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Slides: Retain in Office until need is ended and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency presentations.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Communications Division

SERIES: 25473

3

TITLE: Subject Photographs

DATES: 1957-1970, 1979.

ARRANGEMENT: Alphabetical by subject.

TOTAL VOLUME: 6.00 cubic feet.

DESCRIPTION:

The Department of Transportation (UDOT) documents its activities and construction projects with photographs. During the late 1950s and early 1960s, when the bulk of these photographs were taken, the Department (then organized as the State Road Commission) was highly involved in the construction of Interstate Highways throughout the state. This collection commences in 1957, which is one year after President Eisenhower signed the Federal-Aid Highway Act of 1956, calling for the construction of a National System of Interstate and Defense Highways. These photographs document original construction of Interstate-15, Interstate-70, and Interstates-80 and 80N (later changed to I-84). Photographs include drawings of proposed routes, photos of construction in progress, photos of engineers and construction crews, aerials of sections of highway, and photos of construction equipment. They document the construction of numerous structures and bridges and the development of freeway and state road signs. In addition to interstate construction, the commission also photographically documented road maintenance throughout the state. Photographs document snow removal, flood damage, accidents, and vandalism. They document widening State Street in Salt Lake City which required replacing the old Eagle Gate, a decorative structure with an eagle statue perched on top which arches over the street at the foot of Capitol Hill. In addition to road construction and maintenance these photographs document commission events such as conferences of the American Association of State Highway Officials (AASHO) and the Western Association of State Highway Officials (WASHO). They also include scenery shots and a variety of other miscellaneous treasures including photographs of Native Americans and historic photographs of the Beehive House (Brigham Young's home) and of Utah roads and travel in the early twentieth century.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Department of Transportation. Communications Division

SERIES: 25473

TITLE: Subject Photographs

(continued)

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Communications Division

SERIES: 3334

3

TITLE: Transportation newsletters

DATES: 1970-2015.

ARRANGEMENT: Chronological.

DESCRIPTION:

This newsletter is designed to disseminate information concerning the activities of the department to the leaders and constituents of the state. It includes information about UDOT's activities, items of interest concerning Utah's highway systems and proposed construction.

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 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.

APPRAISAL:

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

The disposition is based on the value of the records in documenting the activities, decisions, policies and procedures of the agency.

REVIEW AND UPDATE STATUS:

AGENCY: Department of Transportation. Communications Division

SERIES: 3334

TITLE: Transportation newsletters

(continued)

This report was reviewed and updated on 11/2019.