

## Retention and Classification Report

**Agency:** Dept. of Transportation. Office of Policy and Systems Planning (1186)

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

21859	*Annual program reports
09918	*Annual statistical reports
11779	*City street maps
06750	*Commission minutes reference copies
06753	*County (class B)(class D) and city (class C) road map sets
12085	*County (class b) and city (class c) audit reports
06752	*County (class b) and city (class c) road field inventory not
06754	*County and city roads field inventory correspondence
05827	*County highway maps
10236	*Five-year plan
21854	*Mileage by systems reports
03322	*Project programming and funding case files
08673	*State roads photologging films
06749	*Traffic volume case files
08676	*Urban Mass Transportation Administration case files

**AGENCY:** Department of Transportation. Office of Planning and Programming

**SERIES:** 21859

3

**TITLE:** Annual program reports

**DATES:** 1970-1978.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These reports provide an overview of all Federal-aid highway programs throughout the state. The reports contain information pertaining to interstate highway and resurface programs, state primary and secondary highways, county highways, urban highway systems and safety programs.

**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.

**APPRAISAL:**

These records have historical value(s).

Publications which document agency history and functions have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Office of Planning and Programming

**SERIES:** 9918

3

**TITLE:** Annual statistical reports

**DATES:** 1950-2013.

**ARRANGEMENT:** Chronological by date.

**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:**

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 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. Office of Planning and Programming

**SERIES:** 11779

3

**TITLE:** City street maps

**DATES:** 1937-2013.

**ARRANGEMENT:** Alphanumerical by location code

**DESCRIPTION:**

These are city street maps created by the Planning and Programming Division and sold to the public by Community Relations. The maps are produced to document roads that the state maintains. Each city has its own map. The maps show all public roads that currently exist in the city and some landmarks. These maps are usually updated within three to five years.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1993

**FORMAT MANAGEMENT:**

Technical drawings: Retain in Office until updated and then transfer to State Archives with authority to weed.

Maps: Retain in Office until updated and then transfer to State Archives with authority to weed.

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on the historical value of the maps.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Office of Planning and Programming

**SERIES:** 6750

1

**TITLE:** Commission minutes reference copies

**DATES:** i 1950-2013.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office until administrative needs end and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Transportation. Office of Planning and Programming

**SERIES:** 6753

3

**TITLE:** County (class B)(class D) and city (class C) road map sets

**DATES:** i 1940-2013.

**ARRANGEMENT:** Numerical by state route number

**DESCRIPTION:**

These are sets of maps of city and county roads designed from the field inventory notes. The maps indicate, by color-coding, the ownership of the road, the mile designation, and which roads are funded by the state. The maps support the division in planning for the funding of roads maintained by local government entities. These records include the lay of the land; mileage; city, county, state, or federal ownership; and changes in alignment or design.

**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 10 years and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office for 10 years and then transfer to the respective cities.

**APPRAISAL:**

These records have administrative value(s).

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Office of Planning and Programming

**SERIES:** 12085

3

**TITLE:** County (class b) and city (class c) audit reports

**DATES:** 1980-2013.

**ARRANGEMENT:** Chronological, thereunder alphabetical by county and city name

**DESCRIPTION:**

These records are audit reports received by the Planning Division of the Utah Department of Transportation (UDOT) from counties and cities who have received state money to build roads. The reports document how the money was spent.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

These audit reports document the expenditure of public funds. The may be used for future planning. These records have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Office of Planning and Programming

**SERIES:** 6752

3

**TITLE:** County (class b) and city (class c) road field inventory notes

**DATES:** i 1980-2013.

**ARRANGEMENT:** Numerical by state route number

**DESCRIPTION:**

These are notes taken by surveyors of the Utah Department of Transportation (UDOT) on location of the actual roads owned by the counties and cities and funded by the state. The notes indicate the conditions of the roads in order to monitor maintenance by local government entities. The notes are then used in the design of maps of the Class B (county) and Class C (city) roads. The inventories are conducted every three to five years. These records include notes indicating changes in road design, alignment, and surfacing; surveyors' comments on the maintenance of the roads; location of roads; mileage involved; ownership of the roads; and correspondence.

**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 until superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Transportation. Office of Planning and Programming

**SERIES:** 6754

1

**TITLE:** County and city roads field inventory correspondence

**DATES:** i 1980-2013.

**ARRANGEMENT:** None

**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:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**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 5 years and then transfer to State Archives with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Office of Planning and Programming

**SERIES:** 5827

3

**TITLE:** County highway maps

**DATES:** 1910-2013.

**ARRANGEMENT:** Alphanumerical by location code

**DESCRIPTION:**

These are county highway maps created by the Planning and Programming Division and sold to the public by Community Relations. The maps are produced to document roads that the state maintains. Each county has its own map. The maps show all public roads that currently exist in the county and some landmarks. Many of these maps were drawn with ink on Mylar and reproduced on paper for sale.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1993

**FORMAT MANAGEMENT:**

Technical drawings: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

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

Maps: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on the historical value of the maps.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Office of Planning and Programming

**SERIES:** 10236

3

**TITLE:** Five-year plan

**DATES:** 1989-2013.

**ARRANGEMENT:** Chronological

**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:**

Permanent. Retain for 10 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 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical value of this publication.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Office of Planning and Programming

**SERIES:** 21854

3

**TITLE:** Mileage by systems reports

**DATES:** 1967-2013.

**ARRANGEMENT:** Chronological

**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 administrative, and/or historical value(s).  
Records in this series have administrative and historic value.  
Publications have research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Office of Planning and Programming

**SERIES:** 3322

4

**TITLE:** Project programming and funding case files

**DATES:** 2013.

**ARRANGEMENT:** Alphanumerical by project number

**DESCRIPTION:**

These case files document the programming and funding process for Right of Way, preliminary engineering, and construction of roads and highways. Information includes programmed amounts for projects, expenditure amounts for highway construction, and authorization for funding and programming. The files do not include drawings or maps.

**RETENTION:**

Permanent. Retain for 15 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:** 06/1986

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. Previous decision: Retain in office for 3 years after project is completed and then destroy.

**AGENCY:** Department of Transportation. Office of Planning and Programming

**SERIES:** 3322

**TITLE:** Project programming and funding case files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Office of Planning and Programming

**SERIES:** 8673

3

**TITLE:** State roads photologging films

**DATES:** 1977-2013.

**ARRANGEMENT:** Alphabetical by county, thereunder numerical by state route or highway number.

**DESCRIPTION:**

These are 35mm photologging films of state roads used as a cost-saving device to visually portray physical characteristics of the highway in order to design maps, the placement of signs, and new surfaces of existing state roads without actually visiting the site. The films are also used in court to indicate accident sites and determine validity of allegations as to the condition of the road and placement of signs. The films are updated every five to six years. The color pictures include images of highway segments that show right-of-way and surroundings. Each frame identifies the milepost, date film was taken, time of day, side slope of the road, surface roughness, horizontal curvature, and grade. The beginning of each roll of film indicates county, highway number, number of reels involved, and direction of the camera.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

Digital Versatile Disk - Read Only: Retain in Office until copied to DVD and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These films have tremendous historical value not only for the detailed information included on each frame, but also for the visual documentation of the state. A photologger projector is necessary to view the film, although it is possible to convert the film to video tape with some loss of clarity.

**AGENCY:** Department of Transportation. Office of Planning and Programming

**SERIES:** 8673

**TITLE:** State roads photologging films

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Transportation. Office of Planning and Programming

**SERIES:** 6749

4

**TITLE:** Traffic volume case files

**DATES:** 2013.

**ARRANGEMENT:** None

**DESCRIPTION:**

These files indicate the amount of traffic on all state and federally funded highways and contain three-year histories of traffic patterns used by the Federal Highway Administration, the Utah Department of Transportation, divisions of Materials and Safety and the Utah Highway Patrol to design and regulate traffic flow. These files include traffic volume reports listed by mile post and state route, and maps indicating the areas under surveillance which supply the traffic reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. 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).  
This disposition is based on the research value of traffic-pattern histories.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Office of Planning and Programming

**SERIES:** 8676

3

**TITLE:** Urban Mass Transportation Administration case files

**DATES:** i 1978-1981.

**ARRANGEMENT:** None.

**DESCRIPTION:**

These files document the administration of the Urban Mass Transportation Program which granted federal assistance to states to provide means of transportation to the handicapped. The files indicate the progress of the grant procedures, the budget processes, and the monitoring and evaluation of the program. Budget materials include a copy of the contract between the Utah Department of Transportation (UDOT) and the federal government, grant applications, program announcements, application evaluations, equipment specifications and procurement records, program correspondence and titles to the vehicles purchased under the program.

**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 after final disposition of equipment purchased w/ fed funds and then transfer to State Records Center. Retain in State Records Center for 2 years 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 a retention of three years after the disposition of the property purchased with funds from a Federal-aid highway program.

**AGENCY:** Department of Transportation. Office of Planning and Programming

**SERIES:** 8676

**TITLE:** Urban Mass Transportation Administration case files

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2016.