

Retention and Classification Report

Agency: Department of Transportation. Engineering & Operations. Project Development.
Structures (1192)
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Records Officer: _____

08685	As-built bridge plans
03327	Bridge index
03329	County and state bridge inspection records
03328	Current structure projects files
18899	Design notes

AGENCY: Department of Transportation. Engineering & Operations. Project Development. Structures

SERIES: 8685

3

TITLE: As-built bridge plans

DATES: 1920-

ARRANGEMENT: Numerical by drawing number

DESCRIPTION:

These are mylar plans that provide information concerning the location and actual construction of state routes and interstate bridges of local, state, and federal agencies. This record includes detailed drawings of location, situation, and layout of bridges, noting decks, parapets, beams, abutments, retaining walls, wing walls, and other construction features.

RETENTION:

Permanent. Retain for 25 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Computer data files: Retain in Office until administrative needs end and then delete.

APPRAISAL:

These records have administrative, and/or historical value(s). The quality of the microfilmed plans prior to 1986 is poor in many cases. Clear copies of the drawings are vital to the maintenance of the bridges. Therefore, plans filmed before 1986 will be maintained in paper. After 1986, drawings will be scanned and quality checked and the paper copy sent to the records center

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SERIES: 8685

TITLE: As-built bridge plans

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or destroyed if all the information is maintained permanently in
another format.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Project Development. Structures

SERIES: 3327

3

TITLE: Bridge index

DATES: i 1920-

ARRANGEMENT: Numerical by drawing number, project number, and state route number

DESCRIPTION:

This is an index file to all bridges in the state. It provides access points to files indicating bridge locations and to the respective construction project files. Information includes bridge description by project name and number; location of bridge by mile post, station, state route and county; type of structure; length, width, clearance, construction costs; and contractor.

RETENTION:

Retain permanently

DISPOSITION:

May 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 Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

This disposition is based on the permanent informational value of an index.

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SERIES: 3327

TITLE: Bridge index

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Project Development. Structures

SERIES: 3329

4

TITLE: County and state bridge inspection records

DATES: i 1920-

ARRANGEMENT: Numerical by structure number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records are created by the Structures Division to document all bridge inspections in Utah. Inspections take place every two years. These records include a history of each bridge from the time it was designed and built to the date of its last inspection. Also included are original plans and photographs. In additions, these records become the resource used by the Locations and Environmental Studies division of Transportation in compiling inventories for the National Bridge Inventory Program. The inventories are then used by the Library of Congress. Early bridge records are maintained by the Utah State Historical Society, later ones by the State Archives.

RETENTION:

Permanent. Retain until disposition of asset

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

Paper: Retain in Office until bridge has been removed 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 bridge records.

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SERIES: 3329

TITLE: County and state bridge inspection records

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PRIMARY DESIGNATION:

Protected

AGENCY: Department of Transportation. Engineering & Operations. Project Development. Structures

SERIES: 3328

4

TITLE: Current structure projects files

DATES: i 1980-

ARRANGEMENT: Numerical by project number

DESCRIPTION:

These files document the current status of each structure under construction. They are a compilation of everything that comes from other divisions regarding a project. When the division of Construction notifies Structures that a project is completed, these records are purged. The files include reduced plans, blue books of specifications, correspondence, and related material.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until project is completed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently 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. Engineering & Operations. Project Development. Structures

SERIES: 18899

3

TITLE: Design notes

DATES: 1913-

ARRANGEMENT: Chronological by year

DESCRIPTION:

This series contains job design notes, calculations, and geotechnical study notes related to structures such as bridges, overpasses, and drainage systems. These are working notes created by the engineers and include calculations that are not included in final plan submissions and are unique to this series of records alone.

RETENTION:

Permanent. Retain for 20 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 5 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). Historical appraisal is due to the need of engineers to access calculations in these records in the event of any failures involving documented structures..

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SERIES: 18899

TITLE: Design notes

(continued)

PRIMARY DESIGNATION:

Public