

## Retention and Classification Report

**Agency:** Department of Transportation. Engineering & Operations. Project Development.  
Right of Way (1193)  
4501 South 2700 West  
Box 148420  
Salt Lake City, UT 84114-8420  
801-965-4209

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

18920	Original property deeds and contracts
25168	Right of Way acquisition records
10316	Right of way plans
27555	Right-of-Way project books
25629	Surplus real property sale records

**AGENCY:** Department of Transportation. Engineering & Operations. Project Development. Right of Way

**SERIES:** 18920

3

**TITLE:** Original property deeds and contracts

**DATES:** 1930-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These property deeds document the legal rights of the Department of Transportation to use the land as the state deems fit.

**RETENTION:**

Permanent. Retain for 30 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Deed records, GRS-735.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until a deed of sale is recorded, scanned & checked and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends and then transfer to State Archives.

Microfilm master: For records beginning in 1930 and continuing to the present. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Transportation. Engineering & Operations. Project Development. Right of Way

**SERIES:** 18920

**TITLE:** Original property deeds and contracts

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2019.

**AGENCY:** Department of Transportation. Engineering & Operations. Project Development. Right of Way

**SERIES:** 25168

**TITLE:** Right of Way acquisition records

**DATES:** 1985-

**ARRANGEMENT:** Numerical by project number.

**ANNUAL ACCUMULATION:** 15.00 cubic feet.

**DESCRIPTION:**

These records document the state's right-of-way process in acquiring real property or interests in real property necessary for temporary, present, or reasonable future state transportation purposes by gift, agreement, exchange, purchase, condemnation, or otherwise. Records document parcels acquired and define the state's right-of-way and include a description of the property, property appraisal, offer to purchase, statement of compensation, title papers, copies of contracts, agents log, payment closing statements, related correspondence, reports, permits, engineer's notes, guaranties and warranties, deeds, maps, summary sheets, copies of death certificates for owner verifications, and other related records. These records document both the acquisition of property for the purpose of right of way projects and the sale of surplus property after project completion. Information may include a description of the property, property appraisal, offer to purchase, statement of compensation, copies of contracts, agent log, payment closing statements, maps and plat.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Right of way records, GRS-1996.

**AUTHORIZED:** 06-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office permanently.

**AGENCY:** Department of Transportation. Engineering & Operations. Project Development. Right of Way

**SERIES:** 25168

**TITLE:** Right of Way acquisition records

(continued)

**APPRAISAL:**

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

These records are used administratively for referencing property right-of-way transactions. They have fiscal value for the acquisition of real property or interests in real property. They have legal value in documenting property acquisitions and in litigations. They are of historical value for the agency and researchers.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Engineering & Operations. Project Development. Right of Way

**SERIES:** 10316

3

**TITLE:** Right of way plans

**DATES:** 1930-

**ARRANGEMENT:** Alphanumeric by project number

**ANNUAL ACCUMULATION:** 8.00 cubic feet.

**DESCRIPTION:**

These Mylar drawings are created by district engineers whenever a project calls for property to be acquired. The records become an index for all property and their deeds, and includes parcel number and name of owner. These plans are legal documents which are cited when referring to a specific parcel of land and are used specifically to show where a road is going to go (or should have gone) in relation to people's property. They are also used to account for all property held by the Utah Department of Transportation, in conjunction with the Appraisal of property case files, series 3324. The plans include details of the plats and the proposed roadway.

**RETENTION:**

Permanent. Retain for 10 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:** 02/2001

**FORMAT MANAGEMENT:**

Technical drawings: Retain in Office until inactive and scanned and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Computer data files backup: For records beginning in 1930 and continuing to the present. Retain in Office until administrative needs end and then delete.

**AGENCY:** Department of Transportation. Engineering & Operations. Project Development. Right of Way

**SERIES:** 10316

**TITLE:** Right of way plans

(continued)

**APPRAISAL:**

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

This disposition is based on the secondary historical value to researchers interested in road construction in Utah. These records have been judged to be vital to the agency's needs.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Engineering & Operations. Project Development. Right of Way

**SERIES:** 27555

3

**TITLE:** Right-of-Way project books

**DATES:** c.1900-

**ARRANGEMENT:** Numerical by project number, thereunder alphabetical by subject.

**DESCRIPTION:**

These books document the state's right-of-way process in acquiring real property or interests in real property necessary for temporary, present, or reasonable future state transportation purposes by gift, agreement, exchange, purchase, condemnation, or otherwise. The records document parcels acquired and define the state's right-of-way. They are used for reference and research. Information includes correspondence, reports, permits, copies of agreements, engineer's notes, guaranties and warranties, deeds, maps, summary sheets, condemnation correspondence, copies of death certificates for owner verifications, and other related records.

**RETENTION:**

Permanent. Retain for 50 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:** 11/2010

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1900 through 2013. Retain in Office until scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

Digital image: For records beginning in 2008 and continuing to the present. Retain in Office for 50 years and then transfer to State Archives with authority to weed.



**AGENCY:** Department of Transportation. Engineering & Operations. Project Development. Right of Way

**SERIES:** 27555

**TITLE:** Right-of-Way project books

(continued)

**APPRAISAL:**

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

These records are used administratively for referencing property right-of-way transactions. They have fiscal value for the acquisition of real property or interests in real property. They have legal value in documenting property acquisitions and in litigations. They are of historical value for the agency and researchers.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-301(2)(d)

**AGENCY:** Department of Transportation. Engineering & Operations. Project Development. Right of Way

**SERIES:** 25629

3

**TITLE:** Surplus real property sale records

**DATES:** 1994 -

**ARRANGEMENT:** Numerical by parcel number thereunder by project number.

**DESCRIPTION:**

Records which document the transfer of state owned real estate to non-state ownership, whether by transfer, trade, sale, or donation.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Real property files, GRS-1403.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 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.

Digital image: Retain in Office permanently.

**APPRAISAL:**

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