

## Retention and Classification Report

**Agency:** Department of Transportation. Division of Project Development. Division of Right of Way Acquisition (1193)  
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**Records Officer:** \_\_\_\_\_

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

**SERIES:** 3324

4

**TITLE:** Appraisal of property case files

**DATES:** i 1881-2017.

**ARRANGEMENT:** Numerical by project number

**DESCRIPTION:**

These are appraisal reports of either surplus property or property that Utah Department of Transportation will acquire for road construction. They are maintained for Federal Highway Administration audits and as a back-up for appraisers. The Division of Right of Way appraises, negotiates, and contracts for property purchase. It also relocates home owners, tenants, and businesses, and sells surplus property. Various forms are used for these purposes and are compiled into one appraisal packet. The packet includes application for relocation expenses; change of access opening form; closing statements; correspondence; damaged homes photographs; decent, safe, and sanitary reports; down payment claims; easements; fee appraisal contracts; highway project files; housing information; increased interest cost records; invoices; just compensation statements; land title abstracts (documenting real property and transfer of ownership over the years); lease agreements; moving expense claims; offers to purchase; ownership records, quit claim deeds; records of negotiation; relocation benefits; rent supplements; rental inquiries; replacement housing claims; requests for condemnation; road maps; sign certificate and release records; supplemental housing payments; and warranty deeds. In summary, this record includes land values, appraisal notes, present and proposed uses for property under study, its location, abbreviated reports, value finding reports, full appraisal reports, condition of living quarters, home ownership, marital status, mortgage information, and name and sex of persons living at location under study.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

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

**SERIES:** 3324

**TITLE:** Appraisal of property case files

(continued)

**APPROVED:** 06/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). This disposition is based on the administrative need expressed by the agency. The records are subject to federal audit; however, the office uses the records for many years following their fiscal retention.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

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

**SERIES:** 3323

1

**TITLE:** Land valuation records

**DATES:** i 1983-2014.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Files including location, description, value, and photographs of property.

**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 scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 18920

**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:** 28224

3

**TITLE:** Railroad maps

**DATES:** 1900-1960.

**ARRANGEMENT:** Numerical by map number

**DESCRIPTION:**

Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the state of Utah. They may include maps, charts, aerial photographs, globes, models, and raised relief maps these are a graphic representation of the earth's surface drawn to scale. Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the state of Utah. They may include maps, charts, aerial photographs, globes, models, and raised relief maps these are a graphic representation of the earth's surface drawn to scale.

**RETENTION:**

Permanent. Retain until administrative need ends or for 0

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Cartographic records, GRS-1747.

**AUTHORIZED:** 11-27-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

These are historically valuable because they show the locations of railroads throughout the state.

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

**SERIES:** 28224

**TITLE:** Railroad maps

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 25168

3

**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:** Alphanumerical 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).

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

**SERIES:** 10274

3

**TITLE:** Utility relocation payment files

**DATES:** 1968-2014.

**ARRANGEMENT:** Alphanumerical by project number

**DESCRIPTION:**

These records verify that payments were made for the relocation of utilities on highway construction projects. They also record the agreement and construction progress. Included are proposed and executed utility agreements, request for federal aid project approval, assignment order, authorization to proceed letter, utility fiscal review report, salvage credit report, correspondence, change orders, and billings.

**RETENTION:**

Retain for 5 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after final voucher paid and then destroy.

**APPRAISAL:**

These records have fiscal, and/or historical value(s). This disposition is based on both the evidential and informational value of these records. They document a major function of the Construction Division as well as provide information about utilities while planning future road work.

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

**SERIES:** 10274

**TITLE:** Utility relocation payment files

(continued)

**PRIMARY DESIGNATION:**

Public