

Retention and Classification Report

Agency: Department of Transportation. Bureau of Standards and Review (1685)

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Records Officer: _____

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AGENCY: Department of Transportation. Project Development. Preconstruction Division

SERIES: 25892

3

TITLE: Administrative records

DATES: 1995-2013.

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

This record series contains records that document the management of the Consultant Services section of the Department of Transportation. Records contain information concerning the administering of the section's budget, personnel, policies, and programs. May include correspondence, policy and program case files, and executive files documenting leadership roles and decision making processes.

RETENTION:

Permanent. Retain for 15 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives.

APPRAISAL:

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

AGENCY: Department of Transportation. Project Development. Preconstruction Division

SERIES: 25892

TITLE: Administrative records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Project Development. Preconstruction Division

SERIES: 10292

3

TITLE: Advertised projects log

DATES: 1960-2013.

ARRANGEMENT: Chronological

DESCRIPTION:

This log book is used to show state auditors how a project is funded and whether it has been approved by federal or state authorities. The log also demonstrates that a project has been advertised. Information includes project name, advertising date, project number, funding type (federal or state), and whether approved.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until audited and then destroy.

APPRAISAL:

These records have fiscal value(s).

This disposition is based on general audit requirements.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Project Development. Preconstruction Division

SERIES: 10294

3

TITLE: Bid abstracts

DATES: 1965-2013.

ARRANGEMENT: Numerical by code number

DESCRIPTION:

These abstracts determine the low bidder of construction projects and identify who the job is awarded to. They include a list of items being bid on, what was bid, by whom, project number and name, bid opening date, contractor's address, and the Transportation engineer's estimate of what the cost should be.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

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 evidential value of these records which help show the bid process.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Project Development. Preconstruction Division

SERIES: 10293

3

TITLE: Bid proposal plan and specification books

DATES: 1965-2013.

ARRANGEMENT: Numerical by project number

DESCRIPTION:

These proposal books are prepared by the Engineering Services Division with the use of information they receive from the districts. The books describe proposed road projects to bidders and non-bidders. When contractors receive the books, they enter their bid on the pages provided and send the books back to Standards and Review. The division then processes the information to determine low bid. The low bid book is then sent to the Division of Construction. Information includes plans and specifications, amendments to the plans, name of contractor, and bids.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1993

FORMAT MANAGEMENT:

Paper: Retain in Office until bids are returned and then transfer to Agency Record Center. Retain in Agency Record Center until project is completed and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. All bids need to be maintained until the end of the project in case the low bidder drops out.

PRIMARY DESIGNATION:

Protected Until bids are processed internally and a bid abstract has been prepared

AGENCY: Department of Transportation. Project Development. Preconstruction Division

SERIES: 10293

TITLE: Bid proposal plan and specification books

(continued)

SECONDARY DESIGNATION(S):

Public. After abstract has been prepared

AGENCY: Department of Transportation. Project Development. Preconstruction Division

SERIES: 9143

1

TITLE: Correspondence of applicants bidding for projects

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

Internal or external correspondence regarding general program information duplicated elsewhere, which does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures, or achievements. Includes electronic mail that communicates the above.

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 3 years and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Transportation. Project Development. Preconstruction Division

SERIES: 3321

4

TITLE: Design plans

DATES: 2013.

ARRANGEMENT: Alphanumerical by project number

DESCRIPTION:

These plans indicate the design of the road system from which the contractor bids and the road is constructed. However, changes do occur in the construction and therefore these are not the as-built plans. The district responsible for the construction also has a copy. This record includes the design plans, drawings, and specifications as to how the road should be constructed with respect to grades, pipe lines, slope, asphalt, turn lanes, and other physical features. These records do not include computer data.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1993

FORMAT MANAGEMENT:

Technical drawings: Retain in Office until Central Records receives as-built plans and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. Previous decision: Retain in office until project completed and final payment is made and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy. The new retention will allow as-designed plans to be maintained in case the as-constructed plans are inadvertently destroyed.

AGENCY: Department of Transportation. Project Development. Preconstruction Division

SERIES: 3321

TITLE: Design plans

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Project Development. Preconstruction Division

SERIES: 3320

4

TITLE: Reduced as-bid plans

DATES: 2013.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are blue books (and any addenda) containing requirements for the building of roads, specifications, and other information required for construction companies to bid on the projects in order to be awarded the contract. These records include original as-bid plans signed by the Federal Highway Administration, major design changes, and correspondence relating to the bidding process and the projects.

RETENTION:

Retain for 75 year(s) after end of project or program

DISPOSITION:

Destroy.

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 for 1 year after project is completed and then transfer to State Records Center. Retain in State Records Center for 74 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Department of Transportation. Project Development. Preconstruction Division

SERIES: 3320

TITLE: Reduced as-bid plans

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Department of Transportation. Project Development. Preconstruction Division

SERIES: 25535

3

TITLE: Standard revisions working papers

DATES: 1999-2013.

ARRANGEMENT: Chronological by date of meeting.

DESCRIPTION:

These records contain documents used to implement changes to Utah Department of Transportation Standards. Notes are specifically taken at Standards meetings where proposed changes are discussed and approved. The section then implements these approved changes from meeting notes and other supporting documentation.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Transportation. Project Development. Preconstruction Division

SERIES: 25534

3

TITLE: Standards Committee minutes

DATES: 1968-2013.

ARRANGEMENT: Chronological by date of meeting.

DESCRIPTION:

This series contains the Standards Committee meeting minutes and agenda. Proposed safety, financial, installation and maintenance changes are presented to the committee for discussion and approval. Records may also contain supporting documentation for proposed changes. The minutes are used to keep a history of discussions, actions taken, and approved changes.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years 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.

APPRAISAL:

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