

## Retention and Classification Report

**Agency:** Department of Transportation. Engineering & Operations. Project Development.  
Construction. Office of Civil Rights (1814)  
4501 South 2700 West, 4th Floor  
P.O. Box 141520  
Salt Lake City, UT 84114-1520  
801-965-4100

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

06247      Disadvantaged Business Enterprise certification eligibility  
06248      \*Equal Employment Opportunity contract compliance review file

**AGENCY:** Department of Transportation. Engineering & Operations. Project Development. Construction. Office of Civil Rights

**SERIES:** 6247

3

**TITLE:** Disadvantaged Business Enterprise certification eligibility records

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by name.

**ANNUAL ACCUMULATION:** 2.50 cubic feet.

**DESCRIPTION:**

These records support the agency's function to identify and certify businesses owned and controlled by socially and economically disadvantaged individuals working on federally funded highway projects. Records document the eligibility of contractors to participate in the federal Disadvantaged Business Enterprise program, and may include applications and records used to substantiate monetary income levels.

**RETENTION:**

Retain for 23 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:** 09/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after final action and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

Computer data files: Retain in Office for 23 years after final action and then delete.

**APPRAISAL:**

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

**RETENTION JUSTIFICATION:**

Final action is defined as the decision of certification. Retention period is based on the general audit requirements and administrative need of the agency.

**AGENCY:** Department of Transportation. Engineering & Operations. Project Development.  
Construction. Office of Civil Rights

**SERIES:** 6247

**TITLE:** Disadvantaged Business Enterprise certification eligibility records

(continued)

**PRIMARY DESIGNATION:**

Exempt 49 CFR 26.109(2)(2016)

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(d)(2016)  
Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2016.

**AGENCY:** Department of Transportation. Engineering & Operations. Project Development.  
Construction. Office of Civil Rights

**SERIES:** 6248

3

**TITLE:** Equal Employment Opportunity contract compliance review files

**DATES:** 1970-2015.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 12.00 cubic feet.

**DESCRIPTION:**

These records were created by the Office of Civil Rights to determine EEO compliance by federal highway contractors. They contain background papers, etc., relating to contractor employment practices. Information in the files includes current/past address, employer, employment history, job position, membership in groups, name, national origin, next of kin, occupation, occupational licenses, physical disabilities, race, ethnic group, references, salary, sex, signature, tax information, and telephone number.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after final payment 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).  
Retained to determine EEO compliance

**PRIMARY DESIGNATION:**

Private                      Utah Code 63G-2-302

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.