

## Retention and Classification Report

**Agency:** Department of Transportation. Administrative Services. Human Resources Management Section (2427)  
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801-965-4050

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

09057	*Basic employee information cards
19181	*Educational assistance files
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09071	*Equal employment opportunity (EEO) correspondence
09072	*Grievance case files
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19179	*Transportation Engineer Training (TET) files
19180	*Tuition aid program files

**AGENCY:** Department of Transportation. Administrative Services. Human Resources Management Section

**SERIES:** 9057

1

**TITLE:** Basic employee information cards

**DATES:** i [ca.1970]-1989.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These are employee cards used for verification of employment and quick reference within the Personnel section of Transportation. Information includes name of employee and address.

**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 separation of employee and then destroy.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2015.

**AGENCY:** Department of Transportation. Administrative Services. Human Resources Management Section

**SERIES:** 19181

3

**TITLE:** Educational assistance files

**DATES:** 1991-1997.

**ARRANGEMENT:** Alphabetical by employee name

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These records, similar to the Tuition aid program files (series 19180), document tuition payments reimbursed to employees who pay for and receive education training (up to \$1500 per year) while working toward a degree. This program has been discontinued. Information includes a request for approval to use training funds, copies of contracts between UDOT and the employee, proof that the employee paid the tuition (copy of the check), transcript (a "C" grade or higher is required for reimbursement), and the reimbursement request.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after completion of course and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on the general audit requirements of financial records.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Transportation. Administrative Services. Human Resources Management Section

**SERIES:** 9064

3

**TITLE:** Employee leave records

**DATES:** ca. 1970-2013.

**ARRANGEMENT:** None

**DESCRIPTION:**

Shows all leave adjustments made during a pay period. Shows category of adjustment, the amount, social security number and name.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. Eighteen personal data elements identified by the State Records Committee

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Transportation. Administrative Services. Human Resources Management Section

**SERIES:** 9071

3

**TITLE:** Equal employment opportunity (EEO) correspondence

**DATES:** 1970-2013.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records document claims of discrimination that have been settled formally or informally. Also included is regular correspondence for maintenance of the program.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Complaint investigation files, GRS-1969.

**AUTHORIZED:** 05-01-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after resolution of case and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This disposition is based on the general audit period for similar records.

**PRIMARY DESIGNATION:**

Protected

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Transportation. Administrative Services. Human Resources Management Section

**SERIES:** 9072

3

**TITLE:** Grievance case files

**DATES:** ca. 1970-1989.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records originating on the review of grievance and appeals raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews, and hearings, examiner's findings and recommendations, exhibits, and records relating to a reconsideration request.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2003

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Transportation. Administrative Services. Human Resources Management Section

**SERIES:** 19182

**TITLE:** National Institute for Certification in Engineering Technologies (NICET) test applications

**DATES:** 1991-1989.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These applications document UDOT employees' intent to take National Institute for Certification in Engineering Technologies (NICET) tests to demonstrate their knowledge in highway design, construction, materials, surveying, and maintenance. Passing the tests helps (but does not guarantee) the employee to receive a step increase in pay. Given twice a year, the tests are paid for by the department. These applications are sent to the NICET organization in Washington, D.C., and copies are maintained by UDOT in case they are lost in transit. Information includes name, address, social security number, and home phone of employee; present employer, address, title, and work phone; when and where the tests will be given; past education information; employment history; and work element verification (completed by supervisor).

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2015.

**AGENCY:** Department of Transportation. Administrative Services. Human Resources Management Section

**SERIES:** 6748

1

**TITLE:** Personnel advertisements and not hired job applications

**DATES:** i 1982-1989.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are files which indicate available positions in the department, the manner of advertising such positions, those persons applying for the positions, and documentation concerning the selection of employees. These files include the original application for state employment; resumes; originals and copies of correspondence relating to the available positions and selection process; notes on interviews; the corresponding advertisement for the position (the Personnel Bulletin or "blue sheet"); and the Record of Applicants which lists those applying for the position and their status. Data elements include age, appearance, civil/criminal court involvement, current and past addresses, date of birth, educational level, employer, employment history, ethnic group, home ownership, job position information (grade/step, etc.), marital status, medical information, military service, name, name of kin, physical characteristics, occupational preferences, occupational licenses, physical disabilities, police records, race, references, salary, sex, signature, social security number, and telephone number.

**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 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

General Schedule 1, Item 15(a) indicates a retention of 2 years for applications of those not hired.



**AGENCY:** Department of Transportation. Administrative Services. Human Resources Management Section  
**SERIES:** 6748  
**TITLE:** Personnel advertisements and not hired job applications

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. Eighteen personal data elements identified by the State Records Committee

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2015.

**AGENCY:** Department of Transportation. Administrative Services. Human Resources Management Section

**SERIES:** 6254

3

**TITLE:** Personnel files of administrative staff

**DATES:** 1985-2013.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These records are part of a computer database. They detail some Transportation employee's date of birth, employment history, name, occupation, salary, and social security number. The files are for Neal's staff only.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 01-26-2023

**FORMAT MANAGEMENT:**

Computer data files backup: Retain in Office until administrative need ends and then delete.

**APPRAISAL:**

These records have administrative value(s).

This disposition reflects the 1990 GRS schedule 11 item 2.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. Eighteen personal data elements identified by the State Records Committee

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Transportation. Administrative Services. Human Resources Management Section

**SERIES:** 9077

3

**TITLE:** Position description questionnaires

**DATES:** ca. 1970-1989.

**ARRANGEMENT:** None

**DESCRIPTION:**

Files describing established positions including information on title, series, grade, duties, and responsibilities.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 10 years or until superseded and then destroy.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2015.

**AGENCY:** Department of Transportation. Administrative Services. Human Resources Management Section

**SERIES:** 26621

3

**TITLE:** Position management request files

**DATES:** 1999-2013.

**ARRANGEMENT:** Chronological by year thereunder by month.

**DESCRIPTION:**

These documents are used to create new positions, abolish old positions, or change existing state employment positions. They include department/division name, effective date, justification statement, position control number, signature of Human Resource Analyst or Specialist, and any additional documentation that is provided such as organizational charts, performance plans, job descriptions/job analysis, position analysis, etc.

**RETENTION:**

Retain for 3 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Position analysis records, GRS-167.

**AUTHORIZED:** 07-02-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after position is filled and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Transportation. Administrative Services. Human Resources Management Section

**SERIES:** 19016

3

**TITLE:** Recruitment files

**DATES:** 1994-2013.

**ARRANGEMENT:** Numerical by job number

**DESCRIPTION:**

Correspondence offering appointments to potential employees.  
These files contain offers that are declined. Those offers  
accepted will be maintained in the employee personnel file.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

**AUTHORIZED:** 08-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State  
Records Center. Retain in State Records Center for 2 years and  
then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Records in this series have temporary administrative value. These  
documents may be destroyed according to the approved retention  
schedule.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Transportation. Administrative Services. Human Resources Management Section

**SERIES:** 19178

3

**TITLE:** Training course payment records

**DATES:** 1991-1989.

**ARRANGEMENT:** Chronological by fiscal year, thereunder numerical by course number

**DESCRIPTION:**

These records document training courses offered by the department for its employees and the funds expended for those training courses. Information includes the training application form, which documents each class, who attended, who spoke, costs of tuition and text books, and where the course was held; and the training coordinator's agenda, dates, purpose of training, payment voucher, and duplicate copy of contract. Training often takes place at local colleges, and each UDOT employee may use up to \$1500 worth of training per year, paid with the department's training funds.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on the general audit requirements of financial records.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Administrative Services. Human Resources Management Section  
**SERIES:** 19178  
**TITLE:** Training course payment records

(continued)

**SECONDARY DESIGNATION(S):**

Private. Employee social security number

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2015.

**AGENCY:** Department of Transportation. Administrative Services. Human Resources Management Section

**SERIES:** 19179

3

**TITLE:** Transportation Engineer Training (TET) files

**DATES:** 1990-1997.

**ARRANGEMENT:** Numerical by course level, thereunder alphabetical by surname

**TOTAL VOLUME:** 2.00 cubic feet.

**DESCRIPTION:**

These records document the training entered into by UDOT employees who are trying to get their engineering licenses. They receive full college credit for a nominal fee, while the department picks up the cost of tuition. Included are contracts between the employee and the Training section wherein the employee promises to follow through with the education and stay employed with UDOT for a certain length of time. Also included are the training applications.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office until separation of employee and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Transportation. Administrative Services. Human Resources Management Section

**SERIES:** 19180

3

**TITLE:** Tuition aid program files

**DATES:** 1991-1989.

**ARRANGEMENT:** Alphabetical by employee surname

**DESCRIPTION:**

These records document tuition payments reimbursed to employees who pay for and receive continuing education training (up to \$1500 per year). Information includes a request for approval to use training funds, copies of contracts between UDOT and the employee, proof that the employee paid the tuition (copy of the check), transcript (a "C" grade or higher is required for reimbursement), and the reimbursement request.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after completion of course and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on the general audit requirements of financial records.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2015.