

# Retention and Classification Report

**Agency:** Department of Transportation. Engineering & Operations. Region Three (2465)

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

26199      Construction project files

**AGENCY:** Department of Transportation. Engineering & Operations. Region Three

**SERIES:** 26199

3

**TITLE:** Construction project files

**DATES:** ca. 1950-

**ARRANGEMENT:** Alphanumerical by project number.

**DESCRIPTION:**

These records contain general information about construction projects conducted by the Utah Department of Transportation. These records are collected from project field offices after each project is completed. They contain information such as contractor payroll records, labor information, weigh tickets, materials test results and statistics, various construction reports, correspondence, and project field books. The historical documentation of each project is maintained under series 8660, Interstate and non-interstate project files and series 6658, Highway as-constructed plans.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/2013

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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**SERIES:** 26199

**TITLE:** Construction project files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Information concerning employee complaints and associated attorney work product. UCA 63G-2-305 (9) (17)

Private. Employee information. UCA 63G-2-302 (f)