

## Retention and Classification Report

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

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

26199	Construction project files
28626	*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).

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

**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)

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

**SERIES:** 28626

3

**TITLE:** Construction project files

**DATES:** 1930-2017.

**ARRANGEMENT:** Alphanumerically by project number

**DESCRIPTION:**

These records support the agency's function to design, construct, and maintain roadways (interstate, state highways, and city and county roads) in Daggett, Duchesne, Juab, Uintah, Utah, and Wasatch counties. These records document what was in place prior to construction, preparation undertaken for the project, and the final plan and specifications. Records may include preliminary, awarded, and as-constructed plan sets, environmental and archaeological clearances, special provisions, contracts, utility agreements, correspondence, and other related documentation. Includes an index. Final plans and specifications for approved and constructed buildings, facilities, road and bridges. Documents construction of new buildings or facilities as well as renovation of owned buildings and rented buildings.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

**AUTHORIZED:** 11-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned and quality checked 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: Retain in Office permanently.

Compact disc: Retain in Office permanently and then destroy.

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

**SERIES:** 28626

**TITLE:** Construction project files

(continued)

**APPRAISAL:**

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

These records document the agency's adherence to the mandate to prepare and adopt uniform standard plans and specifications for the construction and maintenance of state highways (Utah Code 72-6-102 (1998)). Utah Code 72-6-103 (1998) requires that the agency furnish plans for bridges and road construction to local highway authorities. These records have an enduring research value for the agency and for the public.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(12) 2014

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2015.