

## Retention and Classification Report

**Agency:** Department of Transportation. Engineering & Operations. Region Four (2466)

210 W 800 S  
Richfield, UT 84701  
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**Records Officer:** \_\_\_\_\_

28555	Design project plan sets
28687	Price office Right of Way project records
28737	Richfield office Right of Way project records

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

**SERIES:** 28555

3

**TITLE:** Design project plan sets

**DATES:** 1920-

**ARRANGEMENT:** Numerical by index number

**DESCRIPTION:**

These records document the design of roads--interstates, highways, and Utah State routes--in San Juan, Grand, Kane, Washington, Garfield, Iron, Piute, Beaver, Wayne, Sevier, Millard, Emery, Carbon, and Sanpete counties, and the southeast corner of Utah County, as they are built.

These records are used by agency employees and contractors as a reference for roadway and structure rehabilitation, reconstruction, renovation and maintenance. They are also used to identify roadway features (such as signs, drainage systems, utilities, and new right of way lines) and their characteristics and conditions for the purpose of updating, renovating, or maintaining them.

These records are produced on 24" x 36"-size and 11" x 17"-size paper and/or Mylar, and may contain the necessary index to sheets, roadway layout drawings, profiles, detail drawings, summary sheets, special provision drawings, special provisions books, additional project documentation, etc., in order to meet the Utah Department of Transportation standard requirements. Some of these records have been produced manually on a drafting board, while others have been generated using electronic computer drafting programs (CAD technology).

These records may include both the original awarded plans, as well as the as-constructed plan sets that may include any changes made to the original design drawings as the road was constructed, such as notes, design modifications, and any other information that the Resident Engineer (RE) deems necessary to include.

**RETENTION:**

Permanent. Retain for 25 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.

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

**SERIES:** 28555

**TITLE:** Design project plan sets

(continued)

**AUTHORIZED:** 11-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 24 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 25 years and then transfer to State Archives.

Compact disc: Retain in Office for 6 years and then destroy.

**APPRAISAL:**

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

These records have historical value as they indicate the construction of highways and will be of permanent value to the department and historical researchers. Utah Code 72-6-103 (1998) requires that the agency furnish plans for bridges and road construction to local highway authorities.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305 (11) and (12)(2015)

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

**SERIES:** 28687

3

**TITLE:** Price office Right of Way project records

**DATES:** 1920-

**ARRANGEMENT:** Alphanumeric by project number

**DESCRIPTION:**

These records support the agency's function to plan, develop and maintain state transportation systems (Utah Code 72-1-201 (2013)). These records document both the acquisition of property for the purpose of Right of Way (ROW) projects and the sale of surplus parcels of land after project completion. Right of Way plans, and design plan sets may also be included as part of the records. Information may include a description of the property, property appraisal, offer to purchase, statement of compensation, copies of contracts, agent log, payment closing statement, maps, and plats.

**RETENTION:**

Permanent. Retain for 25 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 24 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 25 years and then transfer to State Archives with authority to weed.

Compact disc: Retain in Office for 6 years and then destroy.

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

**SERIES:** 28687

**TITLE:** Price office Right of Way project records

(continued)

**APPRAISAL:**

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

These records have historical value as they indicate the construction of highways and will be of permanent value to the department and historical researchers. Utah Code 72-6-103 (1998) requires that the agency furnish plans for bridges and road construction to local highway authorities.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(11,12)(2015)

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

**SERIES:** 28737

3

**TITLE:** Richfield office Right of Way project records

**DATES:** 1920-

**ARRANGEMENT:** Numerical by project number

**DESCRIPTION:**

These records support the agency's function to plan, develop and maintain state transportation systems (Utah Code 72-1-201 (2013)).

These records document both the acquisition of property for the purpose of Right of Way (ROW) projects, and the sale of surplus parcels of land after project completion. Records may include property descriptions, appraisals, and purchase offers, as well as statements of compensation, copies of contracts, agent logs, payment-closing statements, maps, and plats. The Right of Way plan sets and strip maps for this agency are also included.

**RETENTION:**

Permanent. Retain for 25 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Right of way records, GRS-1996.

**AUTHORIZED:** 06-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 24 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 25 years and then transfer to State Archives with authority to weed.

Compact disc: Retain in Office for 6 years and then destroy.

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

**SERIES:** 28737

**TITLE:** Richfield office Right of Way project records

(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition is based upon the future research value of the data  
contained within this series.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(11),(12)(2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.