

Retention and Classification Report

Agency: Department of Transportation. Project Development. Right of Way. Permits Office
(3226)
4501 South 2700 West
Salt Lake City, UT 84119
801-965-4173

Records Officer: _____

25326	Access permits
03770	Encroachment permit files

AGENCY: Department of Transportation. Project Development. Right of Way. Permits Office

SERIES: 25326

3

TITLE: Access permits

DATES: 2002-

ARRANGEMENT: Numerical by permit number.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

This series contains permits for access onto state highways from streets and driveways used by public and private developments. Permits regulate the type of development, width and location of access, and amount of traffic allowed. Permits are reissued when ownership or property boundaries change. Each permit includes the permit number, department region/district, state route, mile post, county, address of access, date of access installation, information on the permit holder, access limitations, and approval signatures from the department and the permittee. Files may also include site plans, traffic reports and right of way information.

RETENTION:

Retain for 50 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2004

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Transportation. Project Development. Right of Way. Permits Office

SERIES: 3770

3

TITLE: Encroachment permit files

DATES: 1975-

ARRANGEMENT: Numerical by permit number.

ANNUAL ACCUMULATION: 7.00 cubic feet.

DESCRIPTION:

These are temporary permits for utility or private construction companies to excavate or otherwise block traffic on state roads to install utility lines or poles, or perform some other type of construction work. This record series includes district number, dates permit will be in effect, company applying for the permit, purpose for the encroachment, section of road affected, responsible authority, signature of approval from the Utah Department of Transportation (UDOT), signature of permittee, the Traffic Control Plan, correspondence, and copies of maps indicating area involved.

RETENTION:

Retain for 13 year(s) after expiration of permit or license

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after expiration of permit and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Transportation. Project Development. Right of Way. Permits Office

SERIES: 3770

TITLE: Encroachment permit files

(continued)

APPRAISAL:

These records have administrative value(s).

This disposition is based on the reference rate of encroachment permits. These records are looked at quite frequently, far beyond the standard three-year audit period. The extended reference value of district copies is due to the fact that they contain large maps of subdivisions, curb and gutter installments, or buried cable information which are important for administrative reference.

PRIMARY DESIGNATION:

Public