

## Retention and Classification Report

**Agency:** Department of Transportation. Project Development. Right of Way. Permits Office  
(3226)  
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**Records Officer:** \_\_\_\_\_

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**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:** 23865

3

**TITLE:** Blue stakes files.

**DATES:** 2000-2003.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records contain underground utilities locator reports which specify the location of digging and locating of the Department of Transportation's (UDOT) underground utilities. These records are used for billing and to determine liability if a UDOT underground utility is hit during excavation. Types of records include Locate Requests, Right-of-Way excavation permits, and correspondence between UDOT and Right-of-Way contractors.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 3771

3

**TITLE:** Contractor inspection reports

**DATES:** 1983-2013.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are created when the Encroachment division inspects an area where a contractor is working. The inspector makes sure the signs, barricades, and other factors regarding the encroachment are correct. Information includes inspector name, date, time, agency (contractor) doing work, project and location, encroachment permit number, checklist of what is there, and comments.

**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 and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 81735

3

**TITLE:** Encroachment location log

**DATES:** 1967-2013.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This log functions as an index to the encroachment permits issued by the district, which allow the excavation or blocking of traffic on state roads. As large blocks of permits are given to utility companies to use over time, it is critical that a log be maintained to account for each permit used. The information includes permit number, address of the excavation, and the month and year.

**RETENTION:**

Retain for 25 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 25 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

Because the reference rate is high for many years, a long in-office retention is requested.

**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

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

**SERIES:** 81737

3

**TITLE:** Encroachment transmittal records

**DATES:** 1979-2013.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These records document the transmittal of encroachment permits to individuals and companies and indicate the permit numbers included. The information includes applicant's name, permit numbers issued, and the date.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

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

A retention of three years will satisfy the administrative value of these records and is in keeping with Title 23, Code of Federal Regulation, Section 17.5.

**PRIMARY DESIGNATION:**

Public



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

**SERIES:** 25323

3

**TITLE:** Junkyard permits

**DATES:** 1975-2013.

**ARRANGEMENT:** Alphabetical by applicant name.

**DESCRIPTION:**

This series contains junkyard permits issued by the Utah Department of Transportation. Junkyards within viewing distance of any road or highway maintained by the department must obtain a permit to ensure compliance with established standards. Information may include business name, business type, location, and size.

**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 35 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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

**SERIES:** 25322

3

**TITLE:** Outdoor advertising permits

**DATES:** 2003-2013.

**ARRANGEMENT:** Numerical by permit number.

**DESCRIPTION:**

This series contains permits issued by the Utah Department of Transportation in compliance with the Utah Outdoor Advertising Act. Files may also contain information about nonconforming signs built before the act was passed in 1968. Files include the permit application with description and location, local government building permits, landowner leases, and other pertinent information.

**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 3 years after sign has been removed and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
These permits are issued in compliance with UCA 72-7-503 (2001).

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

**SERIES:** 25321

3

**TITLE:** Special event permits

**DATES:** 2000-2013.

**ARRANGEMENT:** Numerical by permit number.

**DESCRIPTION:**

This series contains right of way encroachment permits for traffic control or road closures upon state highways during special events. Records include the permit, traffic control plans, event route, waivers, and any special limitations.

**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 22 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).