

Retention and Classification Report

Agency: Department of Transportation. Office of the Executive Director (3233)

Department of Transportation
4501 South 2700 West
Salt Lake City, UT 84119
801-965-4027

Records Officer: _____

81731 *Executive Director's records

AGENCY: Department of Transportation. Office of the Executive Director

SERIES: 81731

3

TITLE: Executive Director's records

DATES: 1978-2013.

ARRANGEMENT: Alphabetical by subject thereunder chronological
DESCRIPTION:

These are files documenting policy and program decisions, congressional delegation issues, and other critical administrative functions of the Executive Director's office. These files include policy and program case files, correspondence, meeting agendas and minutes, and materials associated with the Director's involvement with organizations such as the American Association of State Highway and Transportation Officials (AASHTO) and the Western Association of State Highways and Transportation Officials (WASHTO).

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after administrative need ends and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives.

APPRAISAL:

These records have administrative, and/or historical value(s). These are files documenting policy and program decisions, congressional delegation issues, and other critical administrative functions of the Executive Director's office. These files include policy and program case files, correspondence, meeting agendas and minutes, and materials associated with the Director's involvement with organizations such as the American Association of State Highway and Transportation Officials (AASHTO) and the Western Association of State Highways

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(continued)

and Transportation Officials (WASHTO).

PRIMARY DESIGNATION:

Public