

Retention and Classification Report

Agency: Department of Transportation. Engineering & Operations. Operations. Traffic Management (3623)

,

Records Officer: _____

30463	Anonymized Express Lanes data
30462	Express Lanes back office data
30461	Express Lanes roadside data

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic Management

SERIES: 30463

3

TITLE: Anonymized Express Lanes data

DATES: 2010-

ARRANGEMENT: Database.

DESCRIPTION:

This series-specific records retention schedule serves to protect the integrity of any anonymized data associated with UDOT's Express Lanes (tolling system) records by establishing a more flexible disposition date that is specifically associated with anonymized data. *** Limited Use Purpose - These records are strictly compiled to facilitate the core aspects of program operations, which includes deriving aggregated user-related analytics to drive future program optimization activities. Any user data collected in this program will not be shared with third-parties that do not have an essential role in this limited use purpose. User records will not be sold or otherwise made available to third-parties with an interest in monetizing the data. Similarly, any data analytics shared outside of this program area will be anonymized in a manner that ensures individual users are not identifiable.

RETENTION:

Retain for 3 year(s) after administrative value has been met

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2023

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years or until administrative value met, whichever is greater and then delete.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic Management

SERIES: 30463

TITLE: Anonymized Express Lanes data

(continued)

APPRAISAL:

These records have administrative value(s).

Administrative need remains as long as: data is being requested by and provided to other government agencies, or data is being used to identify statistical information and trends.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(3)(d,e) (2020)

SECONDARY DESIGNATION(S):

Protected

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic Management

SERIES: 30462

3

TITLE: Express Lanes back office data

DATES: 2010-

ARRANGEMENT: Database.

DESCRIPTION:

These records document the billing of Express Lanes customers for use of the toll lanes. The records are used for billing, customer service history, and storing customer contact information. Information includes customer name, address, email, credit card information, transponder ID, transaction history, and customer service interaction history. *** Limited Use Purpose - These records are strictly compiled to facilitate the core aspects of program operations, which includes deriving aggregated user-related analytics to drive future program optimization activities. Any user data collected in this program will not be shared with third-parties that do not have an essential role in this limited use purpose. User records will not be sold or otherwise made available to third-parties with an interest in monetizing the data. Similarly, any data analytics shared outside of this program area will be anonymized in a manner that ensures individual users are not identifiable.

RETENTION:

Retain for 3 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Utility customer account records, GRS-1119.

AUTHORIZED: 07-07-2021

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years after end of project or program and then delete.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic Management

SERIES: 30462

TITLE: Express Lanes back office data

(continued)

APPRAISAL:

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

These records are overseen by a third party who maintains and manages toll accounts and customer service.

PRIMARY DESIGNATION:

Private

Utah Code 63G-2-302(1)(s) (2022).

These are private or controlled records. The government entity shall comply with 63G-2-601(2) data subject notification requirements at all times.

SECONDARY DESIGNATION(S):

Protected.

Utah Code 63G-2-305(63) (2022)

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic Management

SERIES: 30461

3

TITLE: Express Lanes roadside data

DATES: 2010-

ARRANGEMENT: Database.

DESCRIPTION:

These are records of transponder reads for the Express Lanes tolling system. Records are used for creating trip data for billing toll customers, and studying and researching lane use. Information collected includes transponder numbers, as well as the dates, times and locations of Express Lanes plaza transponder reads. *** Limited Use Purpose - These records are strictly compiled to facilitate the core aspects of program operations, which includes deriving aggregated user-related analytics to drive future program optimization activities. Any user data collected in this program will not be shared with third-parties that do not have an essential role in this limited use purpose. User records will not be sold or otherwise made available to third-parties with an interest in monetizing the data. Similarly, any data analytics shared outside of this program area will be anonymized in a manner that ensures individual users are not identifiable.

RETENTION:

Retain for 3 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Utility customer account records, GRS-1119.

AUTHORIZED: 07-07-2021

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years after end of project or program and then delete.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic Management

SERIES: 30461

TITLE: Express Lanes roadside data

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

Utah Code 63G-2-302(1)(s) (2022).

These are private or controlled records. The government entity shall comply with 63G-2-601(2) data subject notification requirements at all times.

SECONDARY DESIGNATION(S):

Protected.

Utah Code 63G-2-305(63) (2022)