

## Retention and Classification Report

**Agency:** Department of Transportation. Engineering & Operations. Region Two (306)

Dept. of Transportation. Region Two  
2010 South 2760 West  
Salt Lake City, UT 84104-4592  
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**Records Officer:** \_\_\_\_\_

03774	Complaint files
22524	Consultant project files
19065	Materials project files
23657	Project Manager Files
29644	Region project files
84373	Traffic engineering files
10295	Traffic engineering orders

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

**SERIES:** 3774

3

**TITLE:** Complaint files

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records are created by the district's Maintenance division when a citizen calls regarding a problem on a state road, such as a hazard. The information includes name of person who complains, location of problem, date, and type of complaint.

**RETENTION:**

Retain for 6 year(s)

**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 6 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. Engineering & Operations. Region Two

**SERIES:** 22524

1

**TITLE:** Consultant project files

**DATES:** Unknown-

**ARRANGEMENT:** Numerical by contract number

**ANNUAL ACCUMULATION:** 20.00 cubic feet.

**DESCRIPTION:**

These files document the approval to obtain consultant services. Information includes consultant's proposals, evaluations, negotiation summaries, engineering service contracts, audit reports, invoices, warrant requests, progress reports, correspondence, project manager evaluations, and post audit reports.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until contract closes and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 22524

**TITLE:** Consultant project files

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (2008)

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

**SERIES:** 19065

3

**TITLE:** Materials project files

**DATES:** 1930-

**ARRANGEMENT:** Alphanumeric by project number

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These files are created by the region's Design section and then sent to the Materials Lab, where they are retained for historical reference. The records document changes in the roadway over the years. Every time road construction work is performed, these convenience-copy records are researched, although the official copy remains with the main Construction Division of UDOT. Information includes roadway design plans, bid proposals, supplemental specifications, special provisions, and the materials book, which contains results of materials sampling.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the research value these records hold for as long as a roadway exists.

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

**SERIES:** 19065

**TITLE:** Materials project files

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 23657

3

**TITLE:** Project Manager Files

**DATES:** 1998-

**ARRANGEMENT:** Alphanumerical by project number.

**ANNUAL ACCUMULATION:** 8.00 cubic feet.

**DESCRIPTION:**

These files contain data collected during the concept, design and preconstruction phases of construction projects. Files may contain such documents as contracts, estimates, funding documents, scope of work files, notice to proceed with construction papers, some general correspondence and duplicates of cooperative agreements. Files are sometimes used as reference during the planning stages of future projects. They may also be subject to financial audits and future litigation.

**RETENTION:**

Retain for 7 year(s) after end of project or program

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office until manager files close and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

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

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

**SERIES:** 23657

**TITLE:** Project Manager Files

(continued)

**PRIMARY DESIGNATION:**

Public



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

**SERIES:** 29644

3

**TITLE:** Region project files

**DATES:** 1940-

**ARRANGEMENT:** Numerical by project number.

**DESCRIPTION:**

These records support the region director's mandate to supervise project development and operations of the state transportation systems within the region (Utah Code 72-1-205(3)(b)(1998)), as well as the Department of Transportation's mandate to "plan, develop, construct, and maintain state transportation systems that are safe, reliable, environmentally sensitive, and serve the needs of the traveling public, commerce, and industry" (Utah Code 72-1-201(1)(d)(2016)). Records document construction projects for interstate and non-interstate roads, and may include all records of enduring value used for bidding, awarding, and completing the construction of projects.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule As-built plans, GRS-2585.

**AUTHORIZED:** 10-01-2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

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

**SERIES:** 29644

**TITLE:** Region project files

(continued)

**APPRAISAL:**

These records have historical value(s).

These records document infrastructure in the state of Utah, and are of permanent value to the department and historical researchers.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(6,12)(2017)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2018.

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

**SERIES:** 84373

3

**TITLE:** Traffic engineering files

**DATES:** 1968-

**ARRANGEMENT:** Numerical by state route, thereunder chronological

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These records document the traffic control plans for construction, maintenance, and permitted operations that occur on state roads. All data on traffic operations problems are included here. Also included are event permits (for parades, bike races, etc.), work orders to put signs in, and correspondence.

**RETENTION:**

Retain for 10 year(s)

**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 5 years and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. The records are also subject to litigation, which is usually finalized within ten years.

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

**SERIES:** 84373

**TITLE:** Traffic engineering files

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 10295

3

**TITLE:** Traffic engineering orders

**DATES:** 1964-

**ARRANGEMENT:** Numerical by route, thereunder chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records are the official legal documentation of speed limits, no parking zones, and similar regulations. When signed, they become the law. The information includes actual speed limit, location, and signature of the authorized body.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**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 permanently.

**APPRAISAL:**

These records have legal value(s).

This disposition is based on the legal importance of the records.

They are often the subject of litigation.

**PRIMARY DESIGNATION:**

Public