

## Retention and Classification Report

**Agency:** Utah Transit Authority (Utah) (1142)

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**Records Officer:** \_\_\_\_\_

29727	Bus vehicle maintenance work orders
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**AGENCY:** Utah Transit Authority (Utah)

**SERIES:** 29727

3

**TITLE:** Bus vehicle maintenance work orders

**DATES:** 2008-

**ARRANGEMENT:** Chronological by year, thereunder numeric by vehicle number

**DESCRIPTION:**

These are authorization forms for repair or maintenance of buses owned by UTA, including transit buses and commuter coaches. They document the repair and maintenance of these vehicles; information includes identification numbers, work requested and performed, and related records.

**RETENTION:**

Retain for 2 year(s) after disposition of asset or for 20 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vehicle maintenance records, GRS-1873.

**AUTHORIZED:** 08-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 18 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-301.

**AGENCY:** Utah Transit Authority (Utah)

**SERIES:** 29727

**TITLE:** Bus vehicle maintenance work orders

(continued)

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2019.

**AGENCY:** Utah Transit Authority (Utah)

**SERIES:** 29244

1

**TITLE:** Civil and administrative case files

**DATES:** 2006-

**ARRANGEMENT:** Alphabetical by party name, thereunder chronological by case closure date.

**DESCRIPTION:**

These records document civil court and administrative cases in which Utah Transit Authority is a party. Records include attorney work product in cases of litigation, eminent domain, condemnation, or administrative hearings. Information includes legal correspondence, court pleadings, exhibits, drafts, research material, and attorney notes.

**RETENTION:**

Retain for 10 year(s) after case is closed

**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 after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected 63G-2-305(18)(2017)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2017.

**AGENCY:** Utah Transit Authority (Utah)

**SERIES:** 26366

3

**TITLE:** Comprehensive annual financial reports

**DATES:** 1993-

**ARRANGEMENT:** chronological by year

**DESCRIPTION:**

These are reports on program activities and accomplishments of the Utah Transit Authority for the previous fiscal year (ending December 31). It includes financial statements and statistical data in order to provide full disclosure of all financial operations of the agency. Prepared by the finance department, it is prepared using the guidelines recommended by the Government Finance Officers Association of the United States and Canada and conforms with generally accepted accounting principles. Also included are such features as future plans and major initiatives, an organizational chart and photos and names of the Board of Trustees.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Annual reports document the history and functions of agencies.  
These reports have ongoing research value.

**AGENCY:** Utah Transit Authority (Utah)

**SERIES:** 26366

**TITLE:** Comprehensive annual financial reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Transit Authority (Utah)

**SERIES:** 27256

3

**TITLE:** Construction management records

**DATES:** 1988-

**ARRANGEMENT:** Numerical by project designation

**DESCRIPTION:**

Construction management records fully document any Utah Transit Authority construction projects which benefited from federal funding. The files include all information relating to the project, including but not limited to agreements, contracts, letters, e-mail, invoices, certified payroll, studies, reports, minutes, manuals, plans, presentations, schedules, permits, environmental work, standards, specifications, surveys, drawings, photos, videos, engineering notes, transmittals, submittals, RFPs (response for proposals), change orders, property descriptions, and warranties.

**RETENTION:**

Permanent. Retain for 100 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records have historical value(s).

**APPROVED:** 08/2009

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 95 years and then transfer to State Archives with authority to weed.

Digital Versatile Disk - Rewritable: Retain in Office until administrative need ends.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are maintained for Federal audits and to demonstrate the scope and criteria of construction projects.  
Documentation of construction projects is a key component in the historical documentation of UTA.

**AGENCY:** Utah Transit Authority (Utah)

**SERIES:** 27256

**TITLE:** Construction management records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected



**AGENCY:** Utah Transit Authority (Utah)

**SERIES:** 27492

3

**TITLE:** Operations employee information files

**DATES:** 2008-

**ARRANGEMENT:** Chronological by date- oldest to present

**DESCRIPTION:**

These records are reports used by the Utah Transit Authority to monitor daily employee activity. The record series contains daily dispatch reports that include the following information: operator day off reports, report shifts listings, daily extra board postings, and volunteer overtime postings.

**RETENTION:**

Retain for 3 year(s) and 6 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 01/2011

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months 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).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Transit Authority (Utah)

**SERIES:** 30110

3

**TITLE:** Property records

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by project name, thereunder by property or location.

**DESCRIPTION:**

These records contain property files which include real property files, deed records, right of way records, easement files, property appraisals, lease information files, correspondence, crossing agreements, license agreements, insurance certificates, right of entry files, engineering files, property management files, and any other records related to property owned by the Utah Transit Authority. They are used for management of Utah Transit Authority's purchased properties. Excludes assets, such as vehicles.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Real property files, GRS-1403.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have legal value(s).

**AGENCY:** Utah Transit Authority (Utah)

**SERIES:** 30110

**TITLE:** Property records

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2)(d) (2020)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2021.

**AGENCY:** Utah Transit Authority (Utah)

**SERIES:** 28489

1

**TITLE:** Purchase orders

**DATES:** 1993-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

Purchase Orders used by the the Purchasing Department to obtain goods and services. Records specify date, item(s) purchased, quantity and vendor.

**RETENTION:**

Retain for 4 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 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).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Transit Authority (Utah)

**SERIES:** 29726

3

**TITLE:** Rail vehicle maintenance work orders

**DATES:** 2008-

**ARRANGEMENT:** Chronological by year thereunder numeric by vehicle number.

**DESCRIPTION:**

These are authorization forms for repair or maintenance of rail vehicles and equipment. They document the repair and maintenance of UTA-owned rail vehicles, including lightrail trains and heavyrail commuter trains. Information includes vehicle identification numbers, work requested and performed, and related records.

**RETENTION:**

Retain for 3 year(s) after disposition of asset or for 40 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vehicle maintenance records, GRS-1873.

**AUTHORIZED:** 08-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 39 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-301.

**AGENCY:** Utah Transit Authority (Utah)

**SERIES:** 29726

**TITLE:** Rail vehicle maintenance work orders

(continued)

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Utah Transit Authority (Utah)

**SERIES:** 30362

3

**TITLE:** Real Estate Department maps

**DATES:** 2002-

**ARRANGEMENT:** None

**DESCRIPTION:**

These maps document the location of real estate as it relates to Utah Transit Authority projects including rail and bus routes, and agency owned buildings.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Cartographic records, GRS-1747.

**AUTHORIZED:** 11-27-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

**PRIMARY DESIGNATION:**

Protected

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** Utah Transit Authority (Utah)

**SERIES:** 28391

3

**TITLE:** Terminated personnel files

**DATES:** 1969-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records support the agency's administrative function to manage its human resources. These records document the hiring, employment, and termination of individuals. Information may include the original application, records necessary to calculate benefits, pension related records, related professional training, and any final disciplinary actions or grievances. Records also include information related to persons receiving pension benefits.

**RETENTION:**

Retain for 65 year(s) or for 7 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: For records prior to and including 2015. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

Computer data files: For records beginning in 2015 and continuing to the present. Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
Legal appraisal is based on retention requirement stated in Utah Code 49-11-602 (2017). Records also provide evidence of employees' legal rights to benefits.



**AGENCY:** Utah Transit Authority (Utah)

**SERIES:** 28391

**TITLE:** Terminated personnel files

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(a) and (e)(2017)

**SECONDARY DESIGNATION(S):**

Public. Utah Code 63G-2-301(2)(b)(2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2015.