

Retention and Classification Report

Agency: Department of Transportation. Planning and Investment. Environmental (1156)

4501 South 2700 West
Salt Lake City, UT 84114
801-965-4067

Records Officer: _____

10301	Biological assessment and inventory
10376	Consultant management records
12371	Environmental impact statements
10373	Historic bridge program records
10375	Native American consultation records
10377	Project files
08669	United States Soil Conservation Service evaluation files

AGENCY: Department of Transportation. Planning and Investment. Environmental

SERIES: 10301

3

TITLE: Biological assessment and inventory

DATES: 1972-

ARRANGEMENT: Alphanumerical by project number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This report is created by consultant biologists at the request of the project engineer when a highway project may have an environmental impact. The Federal Highway Administration requires these records if federal money is to be used. The consultant biologists study the location of proposed projects, look for endangered species of plants or animals, and determine how a highway would threaten them. The report includes an abstract of assessment (location and species affected), detailed description of where species can be found, observations, and recommendations. This report may have a summary if part of a larger study, depending on the size, type, and location of the proposed highway. Several of these reports may be completed over the course of highway construction. They document the changing environment and are subject to litigation.

RETENTION:

Permanent. Retain for 1 year(s) after end of project or program

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after completion of project and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the informational value of these reports. They detail environmental conditions in certain locations at specific periods of time.

AGENCY: Department of Transportation. Planning and Investment. Environmental

SERIES: 10301

TITLE: Biological assessment and inventory

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Planning and Investment. Environmental

SERIES: 10376

3

TITLE: Consultant management records

DATES: 1980-

ARRANGEMENT: Numerical by agreement number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records are created by the historic preservation specialist in Locations and Environmental Studies and by the Standards and Review division to document contracts with consultants. The divisions monitor contract progress, payment, and a performance evaluation of the consultant. Consultants can either be on a retainerhip with the agency or be hired for one project only. These records include requests for consultant proposals, the selection criteria used by the divisions in determining who is hired, and the actual technical proposals. The information includes name of consultant, scope of work, cost, performance evaluation, and payments.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency. These records are subject to litigation.

AGENCY: Department of Transportation. Planning and Investment. Environmental

SERIES: 10376

TITLE: Consultant management records

(continued)

PRIMARY DESIGNATION:

Public Firm name, scope of work, and salaries

SECONDARY DESIGNATION(S):

Protected. Proprietary technical proposal and site locations

AGENCY: Department of Transportation. Planning and Investment. Environmental

SERIES: 12371

3

TITLE: Environmental impact statements

DATES: 1960-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

When a proposed roadway will significantly impact the environment, the National Environmental Policy Act of 1969 (described in 40 CFR 1500-1508) requires an environmental impact statement to be produced. These records are created by UDOT's Location and Environmental Studies Division to be in compliance with the act. Environmental impact statements evaluate how road construction and the final roadway will affect plants, animals, people, and other aspects of the area, and how the effects can be minimized. They also include the evaluation of alternative actions that might offer greater benefits and fewer adverse effects. This series consists of drafts, final publications, and supplemental information. The records contain many maps and a great deal of descriptive information about land use, social/demographic conditions, housing, air quality, noise, water quality, wetlands and botanical resources, wildlife, floodplains, threatened and endangered species, historic and archaeological resources, geologic setting, and so forth.

RETENTION:

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

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after project is completed and then transfer to State Records Center. Retain in State Records Center for 4 years and then microfilm and transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with

AGENCY: Department of Transportation. Planning and Investment. Environmental

SERIES: 12371

TITLE: Environmental impact statements

(continued)

authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the great informational value the records contain.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Planning and Investment. Environmental

SERIES: 10373

3

TITLE: Historic bridge program records

DATES: 1985-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These records are created by the Locations and Environmental Studies Division of Transportation to document historic bridges built before 1945. A rating system has been developed to determine historic importance and whether the bridge is worth saving or not. These records include inventory lists, historic context of the bridge, federal rules and state regulations and guidelines regarding bridges, correspondence with other state agencies, ratings sheets, committee correspondence (the committee decides which bridges are important), committee minutes, and educational materials. Eventually, a scripted slide show and archival quality photographs will also be included in this series. The inventory lists are maintained on computer, the rest on paper. The inventory lists include the bridge number, its common name, county, district, location, ownership, date built, designer and contractor names, description, technical merit, special features, aesthetics, design and material integrity, and the locations of plans and specifications.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

Paper: Retain in Office permanently.

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

AGENCY: Department of Transportation. Planning and Investment. Environmental

SERIES: 10373

TITLE: Historic bridge program records

(continued)

Photographs: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value to researchers interested in Utah's transportation architecture.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Planning and Investment. Environmental

SERIES: 10375

3

TITLE: Native American consultation records

DATES: 1987-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records include policies and procedures created by the historic preservation specialist to assist in meeting legal obligations regarding parties interested in historic preservation solutions of Native American lands. These people are consulted on a local level. The records include correspondence between the division, Native Americans, and the Office of Indian Affairs.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public Policy toward consultation conditions and preferences

AGENCY: Department of Transportation. Planning and Investment. Environmental

SERIES: 10375

TITLE: Native American consultation records

(continued)

SECONDARY DESIGNATION(S):

Protected. Characteristics of religiously important areas and their locations

AGENCY: Department of Transportation. Planning and Investment. Environmental

SERIES: 10377

3

TITLE: Project files

DATES: 1935-

ARRANGEMENT: Alphanumerical by project number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records document current Transportation construction projects. All divisions contribute to this record series. Locations and Environmental Studies adds its own unique information, such as memoranda of agreements (all legal agreements), transmittal letters, notification of clearances, notes from field inspections, memos documenting controversies, determination of eligibility (for the National Register of Historic Places), agreements to transfer historic properties, bills of sale, and general correspondence.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives.

APPRAISAL:

These records have administrative, and/or legal value(s). This disposition is based on the administrative needs expressed by the agency. Their activities are governed by 36 CFR 800 (1990).

AGENCY: Department of Transportation. Planning and Investment. Environmental

SERIES: 10377

TITLE: Project files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Location of archeological sites

AGENCY: Department of Transportation. Planning and Investment. Environmental

SERIES: 8669

3

TITLE: United States Soil Conservation Service evaluation files

DATES: 1983-

ARRANGEMENT: None

DESCRIPTION:

These files indicate the determination of land values for future purchase by the department. The data in these files include soil types, description of terrain, topographical maps, and evaluations of parcels of land considered for purchase.

RETENTION:

Retain for 3 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after completion of study and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public