Retention and Classification Report

Agency: Department of Transportation. Planning & Investment. Technology & Innovation. Maintenance and Facility Management Division
4501 South 2700 West
P.O. Box 148250
Salt Lake City, UT 84114
801-965-4116

Records Officer: _____

10262	Engineer's working files
10265	Equipment files
10260	Equipment usage records
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10264	Lands and buildings records
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10261	Station building records

AGENCY: Department of Transportation. Planning & Investment. Technology & Innovation. Maintenance and Facility Management Division

SERIES: 10262 3

TITLE: Engineer's working files

DATES: 1980-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain for 1 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 Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after project closed and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Transportation. Planning & Investment. Technology & Innovation. Maintenance and Facility Management Division

SERIES: 10262

TITLE: Engineer's working files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Planning & Investment. Technology & Innovation. Maintenance and Facility Management Division

SERIES: 10265 3
TITLE: Equipment files
DATES: 1980-
ARRANGEMENT: Numerical by class code
ANNUAL ACCUMULATION: 12.00 cubic feet.
DESCRIPTION:

These records are created by the Maintenance Division when equipment is purchased. They document repairs, transfers, and the history of equipment while at Transportation. The equipment includes snowplows, trucks, and cars. Information includes equipment number, organization number, date, and any repair work completed.

RETENTION:

Retain for 3 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1997

FORMAT MANAGEMENT:

Paper: Retain in Office until equipment is sold or transferred and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

This disposition is based on general audit requirements.

AGENCY: Department of Transportation. Planning & Investment. Technology & Innovation. Maintenance and Facility Management Division

SERIES: 10265

TITLE: Equipment files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Planning & Investment. Technology & Innovation. Maintenance and Facility Management Division

SERIES: 10260 3

TITLE: Equipment usage records

DATES: 1980-

ARRANGEMENT: Chronological, thereunder numerical by equipment class code

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These forms are created by the Utah Department of Transportation (UDOT) motor pool in order to track mileage on vehicles and equipment usage. The records, along with the cost of the equipment, help establish rental rates. Equipment must be used or it will not be purchased again. Information includes charge identification, work order, equipment being used, and the equipment it (a vehicle) is being charged to, such as when a tow truck is used to rescue some other piece of equipment.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1997

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

This disposition is based on general audit requirements.

AGENCY: Department of Transportation. Planning & Investment. Technology & Innovation. Maintenance and Facility Management Division

SERIES: 10260

TITLE: Equipment usage records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Planning & Investment. Technology & Innovation. Maintenance and Facility Management Division

SERIES: 3325 4
TITLE: Heavy equipment operators' certification files
DATES: i 1978-
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

These files of heavy equipment operators, required by Highway Operations Specialists in all six districts and the department state shops, document eligibility and qualification of operators using heavy equipment to carry out the functions of UDOT. Includes types of equipment used and for which an employee is certified to use, driver's license number, ethnic group, job position information (grade/step, etc.), medical information, name, occupation, physical characteristics, physical disabilities, social security number, and dates of certification.

RETENTION:

Retain for 30 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until separation of employee and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Transportation. Planning & Investment. Technology & Innovation. Maintenance and Facility Management Division

SERIES: 3325

TITLE: Heavy equipment operators' certification files

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Department of Transportation. Planning & Investment. Technology & Innovation. Maintenance and Facility Management Division

SERIES: 10264 3

TITLE: Lands and buildings records

DATES: 1980-

ARRANGEMENT: Numerical by district

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records are created by Maintenance engineers to document building programs (any structure) within the districts. They include contracts, change orders, and correspondence.

RETENTION:

Retain until disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1997

FORMAT MANAGEMENT:

Paper: Retain in Office until building no longer exists 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.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Planning & Investment. Technology & Innovation. Maintenance and Facility Management Division

SERIES: 81456 1

TITLE: Lease receipts

DATES: 1982-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records document receipts for any property or mobile homes that are leased to Utah Highway Patrol troopers and their families stationed throughout the state. Information includes lease and rental agreements, rules of the park, deposit receipts, and copies of checks.

RETENTION:

Retain for 3 year(s) after separation

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 3 years after employee has been terminated or transferred and then destroy.

APPRAISAL:

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

This disposition is based on the standard audit requirement of similar records and the needs expressed by the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Planning & Investment. Technology & Innovation. Maintenance and Facility Management Division

SERIES: 9924 3
TITLE: Maintenance activities reports
DATES: 1958-
ARRANGEMENT: Chronological
DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Records in this series document agency history, functions, and decisions. Publications have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Planning & Investment. Technology & Innovation. Maintenance and Facility Management Division

SERIES: 10237 3

TITLE: Motor pool records

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records are created by Motor Pool; however, the Maintenance Division inputs the information into the computer and retains the record copy. These records document the billing process for equipment rental. Information includes vehicle users, destination, mileage, division, organization number, total mileage, and phone number.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1997

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

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

This disposition is based on standard audit requirements and the needs expressed by the agency.

AGENCY: Department of Transportation. Planning & Investment. Technology & Innovation. Maintenance and Facility Management Division

SERIES: 10237

TITLE: Motor pool records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Planning & Investment. Technology & Innovation. Maintenance and Facility Management Division

SERIES: 10261 1

TITLE: Station building records

DATES: 1980-

ARRANGEMENT: Alphabetical by station, thereunder chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Case files documenting the construction of new buildings and the renovation of rented buildings for state use.

RETENTION:

Permanent. Retain until disposition of asset

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until building is sold or no longer exists and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Public