Retention and Classification Report

Agency: Department of Transportation. Project Development. Right of Way. Utilities and Railroads (3225)
4501 South 2700 West
Salt Lake City, UT 84114
(801)965-4000

Records Officer: _____

08680	Railroad case files
85128	Utility agreement files

AGENCY: Department of Transportation. Project Development. Right of Way. Utilities and Railroads

SERIES: 8680 3
TITLE: Railroad case files
DATES: 1926-
ARRANGEMENT: Numerical by project number
DESCRIPTION:

These case files document various actions of Utah Department of Transportation and railroad companies doing business in Utah, indicating the construction of tracks and compliance with safety regulations. These files include correspondence, agreements, maps of railroad lines, estimates, reports, design studies, names of railroad companies doing business in Utah, and names of individuals contacting UDOT about railroad companies.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1986

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

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

AGENCY: Department of Transportation. Project Development. Right of Way. Utilities and Railroads

SERIES: 8680
TITLE: Railroad case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Project Development. Right of Way. Utilities and Railroads

SERIES: 85128 3
TITLE: Utility agreement files
DATES: 1930-
ARRANGEMENT: Alphanumerical by project number, thereunder numerical by authority number
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

These files provide the legal documentation for agreements with utility companies. It could include such projects as utility relocations, street lighting, projects involving matching federal funds, etc. These utility agreements are written on any federally funded or state funded project. The plans are needed to provide installation, maintenance, and repair work at a project site. Other documentation is necessary to review past repairs and maintenance checks. The files could include executed copy of agreements, estimate of project costs, exhibit copy of plans, incoming correspondence, and also addenda and supplemental agreements. The official record copy is sent to the Construction Division to keep track of payments.

RETENTION:

Retain for 40 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1999

FORMAT MANAGEMENT:

Paper: Retain in Office until audit completion and then transfer to State Records Center. Retain in State Records Center for 40 years 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. Project Development. Right of Way. Utilities and Railroads

SERIES: 85128
TITLE: Utility agreement files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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