

## Retention and Classification Report

**Agency:** Department of Transportation. Engineering and Operations. Project Development (763)  
4501 South 2700 West  
P.O. Box 148380  
Salt Lake City, UT 84114  
801-965-4067

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

09916	Annual reports
27338	Financial screenings
03330	Highway bridge standard drawing plans
14828	Preconstruction program multiple project scheduling report
14827	Preconstruction program scheduled and reported date comparis

**AGENCY:** Department of Transportation. Engineering and Operations. Project Development

**SERIES:** 9916

3

**TITLE:** Annual reports

**DATES:** 1970-

**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).

Publications which document agency history and functions have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Engineering and Operations. Project Development

**SERIES:** 27338

1

**TITLE:** Financial screenings

**DATES:** 2000-

**ARRANGEMENT:** Alphabetical by name of consultant

**DESCRIPTION:**

These records are financial profiles of various consulting firms.  
They contain private and protected information.

**RETENTION:**

Retain for 3 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 after scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 2 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).  
These records are used by auditors to review the agency's financial dealings with consultants.

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(2)

**SECONDARY DESIGNATION(S):**

Private. UCA63G-2-302(h)

**AGENCY:** Department of Transportation. Engineering and Operations. Project Development

**SERIES:** 3330

4

**TITLE:** Highway bridge standard drawing plans

**DATES:** i 1920-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

**RETENTION:**

Permanent. Retain for 3 year(s) after end of project or program

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Technical drawings: For records prior to and including 1986. Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

Technical drawings: For records beginning in 1986 and continuing to the present. Retain in Office for 3 years after bridge is completed and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical value of these drawings.

**AGENCY:** Department of Transportation. Engineering and Operations. Project Development

**SERIES:** 3330

**TITLE:** Highway bridge standard drawing plans

(continued)

**AGENCY:** Department of Transportation. Engineering and Operations. Project Development

**SERIES:** 14828

3

**TITLE:** Preconstruction program multiple project scheduling report

**DATES:** 1994-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

This report is generated by the Preconstruction Program Management System (PPMS). The information is used by Transportation managers to determine the status of each design project and to schedule department labor resources working on the projects. Information includes the management unit name, project name, activity description, activity status, planned starting and ending dates, and days and hours worked to finish each activity. Activities include the following: select concept team, develop concept plans, inventory roadway conditions, conduct concept management report, develop mapping and topography, review roadway plans, and prepare for a public hearing.

**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:** 07/2000

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 2 years and then destroy.

**AGENCY:** Department of Transportation. Engineering and Operations. Project Development

**SERIES:** 14828

**TITLE:** Preconstruction program multiple project scheduling report

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Engineering and Operations. Project Development

**SERIES:** 14827

3

**TITLE:** Preconstruction program scheduled and reported date comparisons report

**DATES:** 1994-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

This report is generated by the Preconstruction Program Management System (PPMS). The information is used by Transportation managers to determine the status of each design project and to schedule department labor resources working on the projects. Information includes date the report was run, project names, and the starting and ending dates of each project (1) as planned, (2) actual date started/ended, and (3) how late it's running.

**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:** 07/2000

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).



**AGENCY:** Department of Transportation. Engineering and Operations. Project Development

**SERIES:** 14827

**TITLE:** Preconstruction program scheduled and reported date comparisons report

(continued)

**PRIMARY DESIGNATION:**

Public