Retention and Classification Report

Agency: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety (854)
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Records Officer: _____

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AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 10385 3
TITLE: Accident collision diagrams
DATES: 1970-
ARRANGEMENT: Numerical by location
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These records are created by the Traffic and Safety division to evaluate intersection design and determine if a signal should be installed. Included are diagrams of accidents occurring at specific intersections during a one year period of time. The information includes street location, year, number of accidents, types of collisions (when they happened, what direction they were going, injuries, etc.) and a key to the symbols of the diagram.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 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. Engineering & Operations. Operations. Traffic & Safety

SERIES: 10385
TITLE: Accident collision diagrams

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 10386 3
TITLE: Accident record system
DATES: 1978-
ARRANGEMENT: None
DESCRIPTION:

This computer system is created and used by Traffic and Safety for analysis of traffic accident data. This information is reported to the Federal Highway Administration and others, such as emergency medical services, for statistics or counts involving accidents. The system facilitates changes to the roadway environment, signs, fixed objects, and banking. Initially, data comes from the Division of Financial Responsibility, within Public Safety. When the data is entered into the computer, paper copies are returned to Public Safety. Information includes the investigating officer's report of the traffic accident (with details about the vehicle and owner) and road conditions/environment at the time of the accident.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 7 years and then delete.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency. The time period will also allow for audits.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 10386
TITLE: Accident record system

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 21855 3
TITLE: Annual reports
DATES: 1975-
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 for 15 year(s)

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 Records Center for 15 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 authority to weed.

APPRAISAL:

These records have historical value(s).

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

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 21855
TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 28524 3
TITLE: Project files
DATES: 1920-
ARRANGEMENT: Numerical by Project Identification Number (PIN).
DESCRIPTION:

These records support the agency's function to improve transportation safety in work zones, school zones, traffic intersections, and crosswalks statewide through the design and incorporation of traffic management systems (Utah Code 72-6-115(1)(b) (2012)). Records are used to document what was in place prior to construction, preparation undertaken for the project, and the final plan and specification for what was constructed. Records may include project plan sets, special provisions, environmental and archaeological clearances, and related correspondence. Includes an index.

RETENTION:

Permanent. Retain for 15 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 14 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 15 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records document the agency's adherence to the mandate to prepare and adopt uniform standard plans and specifications for the construction and maintenance of state highways (Utah Code

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 28524
TITLE: Project files

(continued)

72-6-102 (1998)). These records show what was constructed and have situation sheets that describe what was in place prior to construction, which is important information to have in case of litigation and for historical research.
Federal Code 23 CFR 409 (2005) addresses the limitation on the use of these records for legal proceedings.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 25632 3
TITLE: Railroad project files
DATES: 2003-
ARRANGEMENT: Alphabetical by project name, thereunder chronological by year.
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records support the agency's function to regulate and promote safety at all locations in the state where public accesses and roads cross railroad tracks. Records document the construction, maintenance, and assessment of public roads that intersect with railroad lines. These records may include project plan sets, final environmental impact statements, memoranda, and related correspondence; does not include railroad inspection records.

RETENTION:

Permanent. Retain for 15 year(s) after end of project or program

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after project has been completed and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records document construction projects conducted along Utah's many rail lines and have an enduring research value to the agency and to the public.
Federal Code 23 CFR 409 (2005) addresses the limitation on the use of these records for legal proceedings.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 25632
TITLE: Railroad project files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 19413 3
TITLE: Ski lift data sheets
DATES: 1994-
ARRANGEMENT: Alphabetical by ski area
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This computer-generated report documents ski lift equipment as it changes over time. The information is also used to identify all ski lifts in Utah using similar equipment in case mechanical failure in one could predict a similar failure elsewhere. Information includes ski area; lift name, type, year installed, manufacturer, code, and identification number; speed, spacing, capacity, and interval statistics; rope characteristics, tensile strength, and manufacturing information; gear box data; and service brake and drive sheave brake model information.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/1998

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and printed and then delete.

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 19413
TITLE: Ski lift data sheets

(continued)

PRIMARY DESIGNATION:

Protected 63G-2-305(9)(a), (e) (2008)

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 10384 3
TITLE: Track and equipment inspection reports
DATES: 1976-
ARRANGEMENT: Alphabetical by location
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These records are created by the railroad inspectors to document safety inspections on all railroad equipment and railroad tracks. Inspections are required by 49 CFR 206 (1990) and 49 CFR 225 (1990). The data is reported to the federal government and is used to determine fines and forfeitures. The information includes railroad equipment damage, track damage, safety violations, and name of railroad company.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This disposition is based on the federal audit requirements of these records.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 10384
TITLE: Track and equipment inspection reports

(continued)

PRIMARY DESIGNATION:

Protected 49 CFR 225.25 (1990)

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 10383 3
TITLE: Traffic signal controller maintenance records
DATES: 1950-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These diaries are created by field personnel to track the operation of traffic signals for the lifetime of that equipment. The records are maintained at the site of the traffic signal. Information includes maintenance done on the intersection and personal judgment decisions (whether to put the signal on flash, etc.).

RETENTION:

Retain until disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office until lifetime of traffic light has expired 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. Engineering & Operations. Operations. Traffic & Safety

SERIES: 10383
TITLE: Traffic signal controller maintenance records

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 10382 3
TITLE: Traffic signal controller repair records
DATES: 1950-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These forms are created by the signal maintenance supervisor within the Traffic and Safety division. They list repairs made to malfunctioning signal controllers. They also document the technician's decision that the controller is suitable to be returned to service. Information includes a list of repairs completed on the equipment, location of equipment, and personal judgment decisions.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year 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. Engineering & Operations. Operations. Traffic & Safety

SERIES: 10382
TITLE: Traffic signal controller repair records

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 21103 3
TITLE: Traffic studies
DATES: 1961-
ARRANGEMENT: Numerical
DESCRIPTION:

This series contains reports pertaining to traffic studies. The reports include speed zoning, speed studies, traffic studies of specific highways, speed limit regulations, and traffic signal warrant studies.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives.

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

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

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are mandated by UCA 41-6A-602.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 21103
TITLE: Traffic studies

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 19412 3
TITLE: Tramway design plans
DATES: 1970-
ARRANGEMENT: None
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These design plans accompany the Tramway licensing applications (series 19411) and are then separated out. They document the design of the ski lifts as drawn by engineers. All ski lifts are unique. Information also includes specifications.

RETENTION:

Permanent. Retain for 2 year(s) after disposition of asset

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/1998

FORMAT MANAGEMENT:

Technical drawings: Retain in Office for 2 years after ski lift 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.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 19412
TITLE: Tramway design plans

(continued)

PRIMARY DESIGNATION:

Protected 63G-2-305(9)(a), (e) (2008)

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 19415 3
TITLE: Tramway license certificates
DATES: 1987-
ARRANGEMENT: Alphabetical by ski area
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These certificates document that the Tramway licensing applications (series 19411) from ski areas have been reviewed by the Utah Passenger Tramway Safety Committee and that a license has been issued. Information includes ski lift name.

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: 02/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Protected 63G-2-305(9)(a), (e) (2008)

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 19411 3
TITLE: Tramway licensing applications
DATES: 1987-
ARRANGEMENT: Alphabetical by ski area
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records document the licensing and annual registration of ski lifts, in accordance with UCA 63-11-37(2)(a) (1997). Existing tramway applications identify the area name, owner, address, fees, summer usage, and attachments such as certificates of insurance, compliance, and inspections. Applications for new or modified tramways include the above plus tramway design certifications and plans (which are then separated and transferred to series 19412). Information includes pre-season and operational inspection reports from approved tramway inspectors, and copies of license certificates.

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: 02/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 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. Engineering & Operations. Operations. Traffic & Safety

SERIES: 19411
TITLE: Tramway licensing applications

(continued)

PRIMARY DESIGNATION:

Protected 63G-2-305(9)(a), (e) (2008)

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 19414 3
TITLE: Utah Passenger Tramway Safety Committee minutes
DATES: 1994-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These minutes document the meetings of the Utah Passenger Tramway Safety Committee as they oversee function specified in UCA 63-11-37(2)(a) (1997). Includes agenda, meeting minutes, final reports, and related records such as orders prohibiting use of lifts.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 14412 3
TITLE: Utah Passenger Tramway Safety Committee report of passenger tramway incidents
DATES: 1994-
ARRANGEMENT: Chronological, thereunder alphabetical by ski area name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These incident reports and photographs identify incidents which have occurred and conditions in passenger tramways which could endanger the public. The information is used by the Utah Passenger Tramway Safety Committee to prevent incidents involving similar equipment. Under Utah Administrative Code R920-50-13-B (1997), tramway incidents are to be reported to the committee within 24 hours (verbally) and five days (written report). Information includes person to whom the incident was verbally reported and time it was reported, area name, date and time of incident, tramway name or number, description of incident, tramway component associated with the incident, action taken, injuries, evacuation details, and person reporting the incident.

RETENTION:

Permanent. Retain for 5 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: 02/1998

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then delete provided a paper copy is printed annually.

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

AGENCY: Department of Transportation. Engineering & Operations. Operations. Traffic & Safety

SERIES: 14412
TITLE: Utah Passenger Tramway Safety Committee report of passenger tramway incidents

(continued)

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(9)(a), (e) (2008)