Retention and Classification Report

Agency: Department of Transportation. Planning & Investment. Technology & Innovation. Research/Innovation. Central Records Management
4501 South 2700 West
Salt Lake City, UT 84114
801-965-4656

Records Officer: _____

06760	Central records transfer storage files
29679	Howard C. Means collection
06761	Proof of payment receipts

AGENCY: Department of Transportation. Planning & Investment. Technology & Innovation. Research/Innovation. Central Records Management

SERIES: 6760 3
TITLE: Central records transfer storage files
DATES: i 1984-
ARRANGEMENT: None
DESCRIPTION:

These are forms used by Central Records to document the records transferred to the Central Records facility for storage and as finding aids for their retrieval. These forms include name and type of record, the dates, the arrangement, originator of the record, disposition, and location in the Central Records storage facility.

RETENTION:

Permanent. Retain for 3 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: 10/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after records are removed from Central Records and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Department of Transportation. Planning & Investment. Technology & Innovation. Research/Innovation. Central Records Management

SERIES: 29679 3

TITLE: Howard C. Means collection

DATES: 1891-1902; 1905-1913; 1930; 1947

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains materials documenting the work of Howard C. Means, Chief Engineer of the Highway Department, prior to his working for the Highway Department.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of water management in the West, along with documentation of American Indian life and customs.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Planning & Investment. Technology & Innovation. Research/Innovation. Central Records Management

SERIES: 6761 3
TITLE: Proof of payment receipts
DATES: i 1983-
ARRANGEMENT: None
DESCRIPTION:

These are copies of statements from outside companies and invoices indicating payment by Central Records to commercial parcel delivery companies and other companies doing business with Central Records. This series includes invoice number, amount to be paid, proof-of-pickup and delivery records, and date.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1986

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 need expressed by the agency.