Retention and Classification Report

Agency: Department of Transportation. Communications Division (1181)

4501 South 2700 West
Salt Lake City, UT 84114
801-965-3883

Records Officer: _____

25147	Awards of commendation
25825	Executive correspondence and records
08668	News releases
25239	Official photographs: video documentation of construction pr
28908	Olympics Public Relations Records
06680	Public hearing reports
25824	Public relations project records

AGENCY: Department of Transportation. Communications Division

SERIES: 25147 3
TITLE: Awards of commendation
DATES: 1967-
ARRANGEMENT: Alphabetical by awarding organization.
DESCRIPTION:

This series contains various awards of commendation received by the Utah Department of Transportation. These commendations help to document the accomplishments associated with the agency's major highway projects and administrative programs. The awards are either framed certificates or metal engravings mounted on wood plaques.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Video recordings master: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 3 years and then 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.

AGENCY: Department of Transportation. Communications Division

SERIES: 25147
TITLE: Awards of commendation

(continued)

APPRAISAL:

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

These records document the history, activities and achievements of the agency.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Department of Transportation. Communications Division

SERIES: 25825 3
TITLE: Executive correspondence and records
DATES: 1994-
ARRANGEMENT: Chronological by date.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records support the agency's function to advise the public and other interested parties of the department's plans and programs. Records document the decision-making processes of the executive officer as he or she creates programs, policies, procedures, and budgets, and include all related research.

RETENTION:

Permanent. Retain until separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until separation and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until separation and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records document the executive decision-making processes of the department and their effort to be transparent in their government duties.

AGENCY: Department of Transportation. Communications Division

SERIES: 25825
TITLE: Executive correspondence and records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Communications Division

SERIES: 8668 3
TITLE: News releases
DATES: 1978-
ARRANGEMENT: chronological
DESCRIPTION:

These are news releases prepared by the Utah Department of Transportation to disseminate information about the department and its activities to Utah's news media. Includes information about meetings, construction, UDOT employees, and other items of public interest.

RETENTION:

Permanent. Retain for 6 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

AUTHORIZED: 12-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

Video recordings master: Retain in Office for 6 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 6 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 distribution of news media by the Department of Transportation.

AGENCY: Department of Transportation. Communications Division

SERIES: 8668
TITLE: News releases

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Department of Transportation. Communications Division

SERIES: 25239 3
TITLE: Official photographs: video documentation of construction projects
DATES: 1981-
ARRANGEMENT: Initially alphabetical by subject or name of construction project, and subsequently sequential by job number.

DESCRIPTION:

The Utah Department of Transportation (UDOT) documents highway construction projects. In addition to still photographs, UDOT photographic services created video documentation from 1985 to 1992. These videos include footage of construction processes. They also document construction progress by driving with a camcorder through the entire length of a project at different time intervals. Video footage in this series documents freeway construction projects, including I-70, I-80, I-215, and I-15, including the failed application of syncrete on I-15. It also documents construction of Bangerter Highway in Salt Lake City, Washington Boulevard in Ogden, and many additional state roads and bridges.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency achievements, projects, and function.

AGENCY: Department of Transportation. Communications Division

SERIES: 25239
TITLE: Official photographs: video documentation of construction projects

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Communications Division

SERIES: 28908 3
TITLE: Olympics Public Relations Records
DATES: ca. 2000-2002
ARRANGEMENT:
DESCRIPTION:

Records document the interactions between the agency and the Public in preparation for and during the 2002 Winter Olympics.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Public information files, GRS-2001.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

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

AGENCY: Department of Transportation. Communications Division

SERIES: 6680 3
TITLE: Public hearing reports
DATES: 1956-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

These records are created and used by Transportation's Community Relations to document public hearings held. They are also used to record the dialogue between the state and citizens during the meeting, and to provide legal evidence of verbal contracts. Included are the notices of the hearings, transcripts, and letters for or against given issues.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center for 5 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, and/or legal value(s).

This disposition is based on the historical value of these records. Also, the Department of Transportation is legally required to hold public hearings according to 23 CFR 771. The

AGENCY: Department of Transportation. Communications Division

SERIES: 6680
TITLE: Public hearing reports

(continued)

documents are used often for reference.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Communications Division

SERIES: 25824 3
TITLE: Public relations project records
DATES: 1975-
ARRANGEMENT: Alphabetical by project name.
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

These records support the agency's function to keep people advised of the plans and programs of the Department of Transportation. These records are used by the agency as they prepare to provide information to the public and the media. Records contain meeting notes, correspondence, news clips, office publications, public surveys, focus groups, and related records regarding the department's projects, programs, and public relations campaigns.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

AUTHORIZED: 12-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office until project has been completed and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Video recordings master: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Transportation. Communications Division

SERIES: 25824
TITLE: Public relations project records

(continued)

APPRAISAL:

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

These records document the agency's achievements, projects, and function.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.