

Retention and Classification Report

Agency: Department of Transportation. Engineering & Operations. Project Development.
Construction. Office of Civil Rights (1814)
4501 South 2700 West, 4th Floor
P.O. Box 141520
Salt Lake City, UT 84114-1520
801-965-4100

Records Officer: _____

06247 Disadvantaged Business Enterprise certification eligibility

AGENCY: Department of Transportation. Engineering & Operations. Project Development. Construction. Office of Civil Rights

SERIES: 6247

3

TITLE: Disadvantaged Business Enterprise certification eligibility records

DATES: 1970-

ARRANGEMENT: Alphabetical by name.

ANNUAL ACCUMULATION: 2.50 cubic feet.

DESCRIPTION:

These records support the agency's function to identify and certify businesses owned and controlled by socially and economically disadvantaged individuals working on federally funded highway projects. Records document the eligibility of contractors to participate in the federal Disadvantaged Business Enterprise program, and may include applications and records used to substantiate monetary income levels.

RETENTION:

Retain for 23 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after final action and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

Computer data files: Retain in Office for 23 years after final action and then delete.

APPRAISAL:

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

RETENTION JUSTIFICATION:

Final action is defined as the decision of certification. Retention period is based on the general audit requirements and administrative need of the agency.

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(continued)

PRIMARY DESIGNATION:

Exempt 49 CFR 26.109(2)(2016)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2016)
Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2016.