Retention and Classification Report

Agency: Department of Transportation. Project Development. Consultant Services (3231)

4501 South 2700 West
Salt Lake City, UT 84114
(801)965-4000

Records Officer: _____

27243	Alternative contracting proposals
02909	Consultant contract files

AGENCY: Department of Transportation. Project Development. Consultant Services

SERIES: 27243 3
TITLE: Alternative contracting proposals
DATES: 2009-
ARRANGEMENT: Numerical by project number
DESCRIPTION:

These records contain proposals submitted under the alternative contracting method.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

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

Submission of bids to build bridges and roads in the state.

AGENCY: Department of Transportation. Project Development. Consultant Services

SERIES: 2909 3
TITLE: Consultant contract files
DATES: 1982-
ARRANGEMENT: Numerical by contract number.
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These project files are used in tracking and administrating contracts with consultants who perform professional services for the Utah Department of Transportation. These contracts are for all professional services where consultants are selected based on qualifications. These files include the approval to obtain consultant services, independent cost estimates, work schedules, staffing plans, insurance certificates, R-709 forms, sub-consultant information, local government co-op agreements and letters of concurrence. These records document contractual agreements for products or services. Records may include preliminary requirements, contractor payroll records, bids, and the signed contract.

RETENTION:

Retain for 7 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until final payment and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Transportation. Project Development. Consultant Services

SERIES: 2909
TITLE: Consultant contract files

(continued)

PRIMARY DESIGNATION:

Public	Approval to obtain consultant services form, request for proposals, and engineering services contracts

SECONDARY DESIGNATION(S):

Private.	All other information