Retention and Classification Report

Agency: Uintah Transportation Special Service District (Utah) (2213)

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Records Officer Chelsey Hunt

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AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27225 3
TITLE: Administrative Control Board closed meeting minutes
DATES: 1989-
ARRANGEMENT: Chronological by date of board meeting
DESCRIPTION:

This series contains the written minutes for closed meetings of the Administrative Control Board from January 4, 1989 to March 4, 2009. Closed meeting minutes taken after the date of March 4, 2009 are in the format of a digital recording. Series information includes meeting time, place, and date; names of persons present and absent; and the substance of all matters discussed.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 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 Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27225
TITLE: Administrative Control Board closed meeting minutes

(continued)

APPRAISAL:
Administrative
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

PRIMARY CLASSIFICATION:
Protected UCA 63G-2-305(32)

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 26384 3
TITLE: Administrative Control Board open meeting minutes
DATES: 1988-
ARRANGEMENT: Chronological by date of board meeting.
DESCRIPTION:

This series contains the minutes, agenda, and related documents for open meetings of the Administrative Control Board. The board is composed of a chairman, secretary, and three additional board members appointed by the Uintah County Council. The board reviews district policies and procedures, general administrative needs, and oversees transportation issues for the district. Series information includes meeting time, place, and date; names of persons present and absent; the substance of all matters proposed, discussed, or decided; and other related matters.

RETENTION:

Retain permanent

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 1 year after record is transcribed and then delete.

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 26384
TITLE: Administrative Control Board open meeting minutes

(continued)

APPRAISAL:

Administrative Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

These records document the decisions of the Administrative Control Board and the administrative history of the Uintah Transportation Special Service District.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27540 3
TITLE: Administrative code
DATES: 1989-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These are the constitution and bylaws of the District Board. They establish the organization and operational procedures for the Board. They include a description and purpose of the Board, description and responsibilities of the Board's positions, employee's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, the establishment of procedural rules, records access and management, employee personnel policies, and procurement procedures for engineering and construction contracts.

RETENTION:

Retain permanently.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1995.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27540
TITLE: Administrative code

(continued)

APPRAISAL:
Administrative
This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 43.

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27537 3
TITLE: Annual budget
DATES: 1989-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

The budget is a "plan for financial operations for a fiscal year, embodying estimates for proposed expenditures for given purposes and the means of financing the expenditures" (UCA 17-36-3(14)(1995)). At or before the first regularly scheduled meeting of the Board in November, the Executive Director shall file with the Board, a tentative budget for each governmental fund and capital fund, and an operating and capital budget for each proprietary and other required special fund for which a budget is required. After considering the proposed budget and making any revisions thereto that it may deem advisable, the Board shall, by resolution, adopt a budget for the ensuing fiscal year prior to the beginning of the fiscal year, subject to later amendment.

RETENTION:

Retain permanently.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27537
TITLE: Annual budget

(continued)

APPRAISAL:
Administrative Fiscal
This disposition is based on Utah County General Records Retention Schedule, Schedule 3, Item 1.

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27538 3
TITLE: Audit reports
DATES: 1989-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

At the conclusion of each fiscal year, all receipts and disbursements of the Board and the District shall be audited by an independent certified public accountant to be selected by the Board. The audit report shall be prepared in conformity with generally accepted accounting principles as prescribed in the Uniform Accounting Manual for Special Districts, and shall be included in and become part of the annual report of the Board and District.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Fiscal
This disposition is based on Utah County General Records Retention Schedule, Schedule 5, Item 4.

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27538
TITLE: Audit reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27564 1
TITLE: Board member files
DATES: 1989-
ARRANGEMENT: Alphabetical by last name
DESCRIPTION:

These files include a financial summary of payments made to board members, contact information, training certificates, and adverse action files.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

Fiscal

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. 63G-2-302 (2) (a)

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27563 1
TITLE: E-100 contractor statement of interest
DATES: 1998-
ARRANGEMENT: Chronological by year of engineering pool; then alphabetical by contractor company name.
DESCRIPTION:

These are the applications submitted by E-100 contractors to be pre-qualified in the District's annual pool.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Protected 63G-2-305 (2) (b)(c)

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27545 3
TITLE: Engineering statement of qualifications
DATES: 1998-
ARRANGEMENT: Chronological by year of engineering pool, then alphabetical by engineering firm name.
DESCRIPTION:

These are the documents detailing qualifications submitted by engineering companies or individual engineers to be accepted into the District's annual pool.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after expiration of eligibility and then destroy.

APPRAISAL:

Administrative
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 4.

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27545
TITLE: Engineering statement of qualifications

(continued)

PRIMARY CLASSIFICATION:
Protected 63G-2-305 (2) (b) & (c)

SECONDARY CLASSIFICATION(S):
Private

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27539 3
TITLE: History of the district
DATES: 1989
ARRANGEMENT: Chronological by date.
DESCRIPTION:

This is the history written by a past Director. It includes the title, author, date written, and a historical narrative.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1995.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Historical
This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 31.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27543 3
TITLE: Litigation files
DATES: 1997-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These files document lawsuits filed by the District or against the District. They contain related correspondence, research materials, copies of official filings(complaints, answers, judgements, etc.) copies of dispositions, and attorney's notes.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 24, Item 9.

PRIMARY CLASSIFICATION:

Protected 63G-2-305 (16) (17) (18) (23)

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27541 3
TITLE: Loan and grant files
DATES: 1989-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, and annual and final performance reports.

RETENTION:

Retain permanently.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 9.

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27541
TITLE: Loan and grant files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27542 3
TITLE: Oath of office
DATES: 1989-
ARRANGEMENT: Alphabetical by last name.
DESCRIPTION:

These are the official oaths of the board members appointed. They are used to verify that oaths were administered in accordance with the Utah State Constitution (Art.IV, Sec.10). Before entering into the duties of all elected and appointed officials "shall take and subscribe to a specified oath or affirmation."

RETENTION:

Retain permanently.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Historical Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 18.

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27542
TITLE: Oath of office

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27544 3
TITLE: Property owner mailing- road cut ordinance notifications
DATES: 2010-
ARRANGEMENT: Chronological by transportation project file
DESCRIPTION:

This is the list of physical addresses and corresponding mailing addresses on property parcels surrounding the districts transportation projects. Letters sent serve as notice of road cut ordinances within the county or city. Includes a copy of the letter sent, mailing list, and return receipts received.

RETENTION:

Retain 6 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 12.

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27544
TITLE: Property owner mailing- road cut ordinance notifications

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302(2)(d) (2008)

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27562 1
TITLE: Property owner meeting files
DATES: 2005-
ARRANGEMENT: Chronological by transportation project file; then alphabetical by last name of the property owner.
DESCRIPTION:

This is a list of the physical addresses and corresponding mailing addresses on property parcels surrounding the District's transportation projects. The engineer selected for the project sends a letter defining the basic scope of the upcoming project and invites property owners to attend a public information/input meeting. Other records included in this series are: a copy of the letter sent, a mailing list, and public comments received.

RETENTION:

Retain 6 years

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:
Administrative

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27562
TITLE: Property owner meeting files

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27546 3
TITLE: Resolutions
DATES: 1989-
ARRANGEMENT: Chronological by date.
DESCRIPTION:
These are formal statements of decisions adopted by the Board.

RETENTION:

Retain permanently

DISPOSITION:
Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:
Administrative
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 22.

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27226 3
TITLE: Transportation project files
DATES: 1989-
ARRANGEMENT:
DESCRIPTION:

These files document the tracking and administration of contracts with consultants who perform professional services and E-100 contractors who perform construction services for the Uintah Transportation Special Service District. Information includes any advertisements, design and construction engineering contracts, bid tabulations, construction contracts, final plans, reports and studies, right of way acquisition files, final inspection and acceptance correspondence, notes of complaints or problems, and a detailed financial report.

RETENTION:

Retain permanent

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

AGENCY: Uintah Transportation Special Service District (Utah)

SERIES: 27226
TITLE: Transportation project files

(continued)

APPRAISAL:

Administrative Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 13.

Documentation of construction projects is of historical value.

PRIMARY CLASSIFICATION:

Public