

Retention and Classification Report

Agency: Road Commission. Department of Highways (520)

, UT

Records Officer

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AGENCY: Road Commission. Department of Highways

SERIES: 919

3

TITLE: Administrative records

DATES: 1916-1965.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Annual reports and records created by agency administration to document the research, creation and application of agency programs, policies and procedures. May include correspondence, policy and program case files, and executive files documenting leadership roles and decision making processes.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 01/01/2004.

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 State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 24.

These records track policies and programs of the Highway Department during a period of time and may include historically important correspondence and biennial reports.

AGENCY: Road Commission. Department of Highways

SERIES: 919

TITLE: Administrative records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 9921

3

TITLE: Approved motor vehicle lighting equipment reports

DATES: 1951-1968.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These reports contain lists of lighting devices which were approved by the American Association of Motor Vehicle Administrators.

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 07/01/1990.

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: For records beginning in 1951 through 1960. Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Records used to describe approved lighting for motor vehicles in the state.

AGENCY: Road Commission. Department of Highways

SERIES: 9921

TITLE: Approved motor vehicle lighting equipment reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 10041

3

TITLE: Comparative truck reports

DATES: 1949-1965.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains reports with information pertaining to loading practices, truck traffic on highways, truck weight trends and weight limits.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 State Records Center until microfilmed 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.

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

These records contain historical information pertaining to truck loading practices, truck traffic on highways, truck weight trends and weight limits.

AGENCY: Road Commission. Department of Highways

SERIES: 10041

TITLE: Comparative truck reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 918

3

TITLE: Construction project contracts

DATES: 1960-1965.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 State Archives permanently with authority to weed.

AGENCY: Road Commission. Department of Highways

SERIES: 21899

3

TITLE: Correspondence

DATES: 1965-1974.

ARRANGEMENT:

DESCRIPTION:

This series contains correspondence to and from Edward D. Kennelly, resident engineer.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2005.

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 State Records Center until microfilmed 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.

APPRAISAL:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

Disposition based on value of correspondence in documenting activities, decisions and functions of the Road Commission.

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 9917

3

TITLE: Dedication program booklets

DATES: 1963-1973.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains programs of dedications ceremonies for bridges, roads, buildings and structures constructed by the Road Commission and the Highway Department. The programs contain information about the projects, photographs, lists of speakers, maps and newspaper clippings.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

These records have historical value to document the official dedication of construction and highway, bridge and building projects in the state.

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 21861

3

TITLE: Directories

DATES: 1962-1972.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

The directories contain employee names, job titles, telephone numbers, and job location.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

These are directories of agency personnel and job assignment information. The records may have value for researchers.

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 20864

3

TITLE: Federal aid reports

DATES: 1950-1974.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains reports pertaining to federal aid for roads in Utah. The reports include proposed federal aid for urban roads, adequacy of federal aid for primary road systems, federal aid for highways, federal aid systems logs, and federal aid for interstate highway programs.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2013.

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 State Records Center until microfilmed 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.

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

These records track the history of federal aid to highway development in the state.

AGENCY: Road Commission. Department of Highways

SERIES: 20864

TITLE: Federal aid reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 9922

3

TITLE: Financing Roads, Streets, and Highways reports

DATES: 1947-1975.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This report is a summary of receipts and disbursements from the operating fund as they apply to the state, counties and municipalities. Also included is information pertaining to mileage of all roads and streets in the state by surface type.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 State Records Center until microfilmed 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.

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

These records document financing for roads and surface information for roads in the state.

AGENCY: Road Commission. Department of Highways

SERIES: 9922

TITLE: Financing Roads, Streets, and Highways reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 21865

3

TITLE: Highway Conditions newsletter

DATES: 1969-1970.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These newsletters contain information pertaining to current road conditions, construction, and maps.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 State Records Center until microfilmed 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.

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

These records may have historical value as they contain information about road conditions, construction, and maps during a period of time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 13282

3

TITLE: Office and road equipment inventory

DATES: 1964.

ARRANGEMENT:

DESCRIPTION:

These records are used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 2 years and then destroy.

Microfiche master: Retain in Archives for 2 years and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 27.

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 10042

3

TITLE: Organization charts

DATES: 1959-1965.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

The organization charts contain employee names, job titles, and agency hierarchy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

These charts record agency personnel and document the hierarchy of administration in the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 959

3

TITLE: Outdoor advertising sign inventories

DATES: 1965-1975.

ARRANGEMENT: Alphabetical by county.

TOTAL VOLUME:

DESCRIPTION:

This series contains outdoor advertising sign inventories conducted by the Department of Highways for the highway beautification program. The inventories contain information pertaining to date, sign size, sign ownership, land ownership, sign message, comments, location and photographs of each sign.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

These records have evidentiary value for information about highway signage and advertising trends on billboards throughout the state. May include photographs.

AGENCY: Road Commission. Department of Highways

SERIES: 959

TITLE: Outdoor advertising sign inventories

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 6392

3

TITLE: Project files

DATES: undated; 1966-1967

ARRANGEMENT: Alphanumerical

TOTAL VOLUME:

DESCRIPTION:

Case files documenting the construction of new buildings and the renovation of rented buildings for state use.

RETENTION:

Retain 6 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives.

Microfilm master: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm duplicate: Retain in Office for 6 years and then destroy.

AGENCY: Road Commission. Department of Highways

SERIES: 6392

TITLE: Project files

(continued)

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 6, Item 6.

This disposition is based on the secondary historical value to researchers interested in highway construction in Utah.

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 907

3

TITLE: Publications

DATES: 1960-1975.

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 State Records Center until microfilmed 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.

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

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Road Commission. Department of Highways

SERIES: 907

TITLE: Publications

(continued)

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

These records are historically significant as they track the programs and publications of the Highway Department during a specific period of time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 21104

3

TITLE: Tourist access roads publications

DATES: 1964-1966.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME:

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 State Records Center until microfilmed 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.

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

These records are of evidentiary value as documents of public interests for the Four Corners area of Utah, Colorado, New Mexico and Arizona. Included in the publications are photographs, maps, and charts.

AGENCY: Road Commission. Department of Highways

SERIES: 21104

TITLE: Tourist access roads publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 21105

3

TITLE: Traffic Bulletins

DATES: 1956-1970.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME:

DESCRIPTION:

These bulletins contain information pertaining to traffic volume and the daily average of vehicles on Utah highways. The information is recorded by automatic counters located throughout the state.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 State Archives permanently with authority to weed.

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

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Historical records pertaining to traffic volume and the daily average of vehicles on Utah highways. The information as recorded by automatic counters located throughout the state.

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 10046

3

TITLE: Traffic study reports

DATES: 1947-1975.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME:

DESCRIPTION:

This series contains reports pertaining to traffic. The reports include traffic studies for specific areas, traffic signal studies, traffic analyses, location studies, traffic control studies, and traffic engineering surveys.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 State Records Center until microfilmed 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.

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

These records contain historical information such as traffic studies for specific areas, traffic signal studies, traffic analyses, location studies, traffic control studies, and traffic engineering surveys.

AGENCY: Road Commission. Department of Highways

SERIES: 10046

TITLE: Traffic study reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 10039

3

TITLE: Transportation study reports

DATES: 1959-1973.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME: 0.40 cubic feet.

DESCRIPTION:

This series contains transportation studies for the Salt Lake, Provo, Ogden and Utah Valley areas. The reports contain information pertaining to employment and population analysis and projections, traffic counts, origin-destination surveys, road and street use, land use, economics, mass transit and parking.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 State Records Center until microfilmed 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.

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

These records contain historically important studies and reports pertaining to employment and population analysis and projections, traffic counts, origin-destination surveys, road and street use, land use, economics, mass transit and parking.

AGENCY: Road Commission. Department of Highways

SERIES: 10039

TITLE: Transportation study reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission. Department of Highways

SERIES: 932

3

TITLE: Vehicle Miles on Utah Highways reports

DATES: 1959-1975.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME:

DESCRIPTION:

These reports contain the vehicle miles for each county in the State of Utah. The vehicle miles are for an average day, not total annual vehicle miles. A summary of miles and vehicle miles is shown for each of the 29 counties. The total for all systems does not include miles and vehicle miles for county roads (non Federal aid) and city streets. The reports contain information pertaining to highway system, area (incorporated and not incorporated), miles, and type of vehicle (in state cars, out of state cars, light trucks and heavy trucks).

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 State Records Center until microfilmed 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: Road Commission. Department of Highways

SERIES: 932

TITLE: Vehicle Miles on Utah Highways reports

(continued)

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

These records show miles of highway in each county and the types of vehicles that travel on them. They could be of research value in tracking the need of growth and travel in the state.

PRIMARY CLASSIFICATION:

Public