Retention and Classification Report

Agency: Road Commission (831)

, UT

Records Officer

17884	*	AAMVA correspondence
12114		Accessioned records
01556	*	Administrative records
04457	*	Annual statistical reports
11180	*	Bids and awards ledger
00906	*	Biennial reports
00920	*	Bridge structural condition files
17882	*	Claims & litigation correspondence
09920	*	Contract administration annual reports
00962	*	Contracts
00933	*	Correspondence
17857		Criminal litigation records
00934	*	Employees mutual aid case files
00949	*	Equipment inventory register
00943	*	Federal aid project work sheets
00968	*	Federally funded highway construction project files
00951	*	General ledgers
20837	*	Highway maps (bluelines)
18096		Highways as constructed correspondence
04732	*	Letterbooks
04728	*	Memoranda
00926	*	Minutes index
24372	*	Newspaper clippings
00928	*	Payroll registers
00921		Photographs
00922	*	Publications
00929	*	Purchase orders
00935	*	Receipt books
00936	*	Requisitions
00952	*	Right of way receivables
00939	*	Road construction bids
00942	*	Road construction project record

04823 Road cost distribution journal reports
23232 * Scrapbooks
04108 * Speeches
17856 Standards committee minutes
17880 Subject correspondence
00930 Travel claims
21106 * Utah Highway Progress newsletters
21107 * Utah Highways and Byways newsletters
00950 * Warrant registers

AGENCY: Road Commission

SERIES: 17884 3
TITLE: AAMVA correspondence
DATES: 1968-1973.
ARRANGEMENT:
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

Microfilm master: Retain in Archives permanently.

AGENCY: Road Commission

SERIES: 12114 3
TITLE: Accessioned records
DATES: 1923-1967
ARRANGEMENT: none
DESCRIPTION:

Accessioned records include: Physical Report on Federal Aid Road Project 51-A (1923); State Road Employees Welfare Society records (1939); Highway Bond Issues (1941); County, City, and Town Descriptions (1953); Highway Needs, Toll Roads, and Highway Finance Studies (1954); Accidental Deaths Report (1955); Traffic Studies Statistics (1957); Traffic Engineering Activities (1957); Maps of Interstate Showing Proposed Route Changes (1957), Interstate Belt Route Location Study (1958); Preliminary Geometric Design and Location of Portions of Interstate (1958); Special Studies Progress Report (1958); Accident Prevention Plan Contract Report (1959); "Profile of an Empire: Spotlighting Utah", article in "Rocky Mountain Construction" (15 February 1959); Federal Aid and State Highway Program (1963-1964); Commission Meeting Agency (9 July 1965); Requested Budget (1965-1967); Accident Prevention Plan (n.d.); Safety Committee Functions (n.d.); and Personal Injury Forms (n.d.).
Many of the records are stamped "State Road Commission of Utah Library," and appear to have been kept for reference purposes.

RETENTION:

Retain archives custody

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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

SERIES: 12114
TITLE: Accessioned records

(continued)

APPRAISAL:

Historical

These miscellaneous records help to document the history of Utah roads and highways.

PRIMARY CLASSIFICATION:
Public

AGENCY: Road Commission

SERIES: 1556 3
TITLE: Administrative records
DATES: 1916-1962.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

This series contains correspondence, financial records, reports, subject files, etc.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission

SERIES: 4457 3
TITLE: Annual statistical reports
DATES: 1917-1950; 1971-1975.
ARRANGEMENT: Chronological
DESCRIPTION:

This series contains annual statistical reports with information pertaining to federal aid highway system, federal aid activities, secondary or feeder roads, federal lands highway projects, Road Commission, highway system, motor vehicle taxes, gas taxes, motor vehicle registration, financial and fiscal operations, snow removal, and mileage.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/24/2011

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.

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

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

APPRAISAL:

Historical
Statistical reports document the history of Utah roads and highways.

AGENCY: Road Commission

SERIES: 4457
TITLE: Annual statistical reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Road Commission

SERIES: 11180 3
TITLE: Bids and awards ledger
DATES: 1936-1963.
ARRANGEMENT: None
DESCRIPTION:

Lists county, project number, location, and company to whom the bid was awarded and a date log for actions taken.

RETENTION:

Retain archives custody

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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:

Historical
The bids and awards ledger helps to document the history of Utah roads and highways.

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission

SERIES: 906 3
TITLE: Biennial reports
DATES: 1909-1956.
ARRANGEMENT: Chronological
DESCRIPTION:

The biennial reports contain information pertaining to the activities of the preceding two years. The information includes financial statements, construction and maintenance reports, department reports, maps and photographs, general statements, department rosters, and laws relating to highways.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/23/2000

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

SERIES: 906
TITLE: Biennial reports

(continued)

APPRAISAL:

Historical
Publications which document agency history and functions have ongoing research value.

PRIMARY CLASSIFICATION:
Public

AGENCY: Road Commission

SERIES: 920 3
TITLE: Bridge structural condition files
DATES: 1938-1972.
ARRANGEMENT: Numerically by county and structure number.
DESCRIPTION:

This series contains bridge structural condition files created by the Road Commission to track the condition of bridges. The files contain information pertaining to name of structure, location, description of structure, correspondence, progressive condition records, inspection and maintenance reports, drawings, blueprints, and photographs of each bridge.

RETENTION:

Retain archives custody

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

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

APPRAISAL:

Historical

AGENCY: Road Commission

SERIES: 920
TITLE: Bridge structural condition files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Road Commission

SERIES: 17882 3
TITLE: Claims & litigation correspondence
DATES: 1957-1971.
ARRANGEMENT:
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

Microfilm master: Retain in Archives permanently.

AGENCY: Road Commission

SERIES: 9920 3
TITLE: Contract administration annual reports
DATES: 1968-1974.
ARRANGEMENT: Chronological
DESCRIPTION:

These annual reports were written by the Engineer for Construction. Exhibits, charts, graphs, maps, and brief narrative summaries are included in these reports to provide information about contracts. The information included pertains to the number of pre-qualified contractors, number of pre-qualified contractors submitting at least one bid for construction, number of contracts awarded by calendar year, supplemental agreements, average time required to complete final estimate, construction engineering costs, contracts and subcontracts, contract summary, statistics, penalties, claims pending, escrow agreements, field engineering management, and audits.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/20/1991

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 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
Contract administration annual reports help to document the history of Utah roads and highways.

AGENCY: Road Commission

SERIES: 9920
TITLE: Contract administration annual reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Road Commission

SERIES: 962 3
TITLE: Contracts
DATES: 1971-1973.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Files which document transactions of $10,000 or less and construction contracts under $2,000. They include contract, requisition, purchase order and lease records, correspondence, related records pertaining to award, administration, receipt, inspection, and payments.

RETENTION:

Retain 6 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 09/28/2000

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 for 6 years after final payment and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission

SERIES: 933 3
TITLE: Correspondence

DATES: 1900-1982.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Correspondence documents the administration or management of the State Road Commission, office organization, its policies, procedures and achievements.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/18/2010

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
Correspondence which documents agency history and functions is useful to researchers.

AGENCY: Road Commission

SERIES: 933
TITLE: Correspondence

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Road Commission

SERIES: 17857 3
TITLE: Criminal litigation records
DATES: 1959-1967
ARRANGEMENT:
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

Microfilm master: Retain in Archives permanently.

AGENCY: Road Commission

SERIES: 934 3
TITLE: Employees mutual aid case files
DATES: 1935-1964.
ARRANGEMENT:
DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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

SERIES: 949 3
TITLE: Equipment inventory register
DATES: 1961-1974.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain 2 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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 for 2 years and then destroy.

AGENCY: Road Commission

SERIES: 943 3
TITLE: Federal aid project work sheets
DATES: 1924-1928.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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

SERIES: 968 3
TITLE: Federally funded highway construction project files
DATES: 1920-1972.
ARRANGEMENT: Numerical by project number.
DESCRIPTION:

This series contains project files for federally funded highway construction.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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:

Historical
Disposition is based on the historical value of these records in documenting the construction of roads and highways in Utah.

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission

SERIES: 951 3
TITLE: General ledgers
DATES: 1918-1973.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

General accounts ledger, showing debit and credit entries, and reflecting expenditures in summary.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

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 for 7 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission

SERIES: 20837 3
TITLE: Highway maps (bluelines)
DATES: 1937-1945.
ARRANGEMENT: Alphabetical by county
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 custody

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/23/2000

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:

Historical
Disposition is based on value of these blueline maps for research purposes.

AGENCY: Road Commission

SERIES: 20837
TITLE: Highway maps (bluelines)

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Road Commission

SERIES: 18096 1
TITLE: Highways as constructed correspondence
DATES: 1932-
ARRANGEMENT:
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

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.

AGENCY: Road Commission

SERIES: 4732 3
TITLE: Letterbooks
DATES: i 1909-1917.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

This series consist of registers of actions for divorce cases heard by the Davis County Probate Court. The registers of actions include the case file number, the names of the parties, names of counsel, and the dates on which individual filings were filed by the court.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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

SERIES: 4728 3
TITLE: Memoranda
DATES: 1936-1960.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

This series contains memos pertaining to roads, bridges, construction, etc., from the State as well as the Federal Government.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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:

Historical
Memoranda helps to document the history of Utah roads and highways.

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission

SERIES: 926 3
TITLE: Minutes index
DATES: 1950-1954.
ARRANGEMENT: Alphabetical by subject.
DESCRIPTION:

This series contains index cards of various subjects that facilitate access to series 961.

RETENTION:

Retain archives custody

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/18/2010

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
Finding aids facilitate access to records.

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission

SERIES: 24372 3
TITLE: Newspaper clippings
DATES: 1957-1976.
ARRANGEMENT: chronological by month and year
DESCRIPTION:

News files and clippings created or collected by the road commission.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 4.

AUTHORIZED: 09/04/2002

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:

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission

SERIES: 928 3
TITLE: Payroll registers
DATES: 1915-1972.
ARRANGEMENT: Alphabetical by county.
DESCRIPTION:

The records from 1930-1972 contain display of earnings, deductions, taxes, net income, and warrant or direct deposit information. These documents are prepared and used for payroll disbursement.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 09/28/2000

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 1915 through 1929. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1930 through 1972. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

AGENCY: Road Commission

SERIES: 928
TITLE: Payroll registers

(continued)

PRIMARY CLASSIFICATION:
Private

SECONDARY CLASSIFICATION(S):
Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Road Commission

SERIES: 921 3
TITLE: Photographs
DATES: 1938-1966
ARRANGEMENT: none
DESCRIPTION:

This series contains photographs and negatives of road, bridges, railroad intersections, etc.

RETENTION:

Retain archives custody

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/18/2010

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:

Historical
Photographs preserve the history of agencies and are useful to researchers.

AGENCY: Road Commission

SERIES: 921
TITLE: Photographs

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Road Commission

SERIES: 922 3
TITLE: Publications
DATES: 1939-1974.
ARRANGEMENT: Chronological
DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include administrative, legal, and fiscal information; facilities; legislative action; and all other activities of the Road Commission. Consists primarily of isolated publications not part of a more specific series.

RETENTION:

Retain archives custody

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/23/2000

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

SERIES: 922
TITLE: Publications

(continued)

APPRAISAL:

Historical
Publications which document agency history and functions have ongoing research value.

PRIMARY CLASSIFICATION:
Public

AGENCY: Road Commission

SERIES: 929 3
TITLE: Purchase orders
DATES: 1929-1930.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Orders used to document the purchase transaction and to notify the agency of purchase approval.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/11/2000

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 for 4 years and then destroy.

APPRAISAL:

AGENCY: Road Commission

SERIES: 935 3
TITLE: Receipt books
DATES: 1931-1972.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Agency copy of receipts given to customers who pay cash to the agency for services rendered.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/11/2000

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 for 3 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission

SERIES: 936 3
TITLE: Requisitions
DATES: 1960-1971.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Requisitions for supplies and equipment for current inventory.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/11/2000

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 for 4 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission

SERIES: 952 3
TITLE: Right of way receivables
DATES: 1961-1963.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain 3 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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 for 3 years and then destroy.

AGENCY: Road Commission

SERIES: 939 3
TITLE: Road construction bids
DATES: 1947-1953.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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

SERIES: 942 3
TITLE: Road construction project record
DATES: 1952.
ARRANGEMENT:
DESCRIPTION:

Road construction project record for 1952.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

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

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

APPRAISAL:

Historical
Disposition based on value of record in documenting road construction in Utah in 1952.

AGENCY: Road Commission

SERIES: 942
TITLE: Road construction project record

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Road Commission

SERIES: 4823 3
TITLE: Road cost distribution journal reports
DATES: 1971-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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

SERIES: 23232 3
TITLE: Scrapbooks
DATES: 1946-1976.
ARRANGEMENT: Chronological, thereunder alphabetical by subject

DESCRIPTION:

This series contains scrapbooks with news clippings which were used for reference and reading files for agency staff members. The news clippings contain information pertaining to state agencies, cities, counties, accidents, bids, conferences, construction, contracts, projects, hearings, highways, legislation, maintenance, maps, paint, parking, personnel, Road Commission, safety, signs, tourism, traffic, funding, planning, parks, advertising, equipment, lighting, landscaping and other activities of the Road Commission.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/18/2010

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.

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

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

APPRAISAL:

Historical
Scrapbooks document agency history and functions. These records are useful to researchers.

AGENCY: Road Commission

SERIES: 23232
TITLE: Scrapbooks

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Road Commission

SERIES: 4108 3
TITLE: Speeches
DATES: 1959-1967.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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

SERIES: 17856 3
TITLE: Standards committee minutes
DATES: 1962-1967
ARRANGEMENT:
DESCRIPTION:

These are minutes and attached correspondence of the Standards Committee, a group of highway department officials and engineers who set standards and specifications for materials and work on highway construction projects.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

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

SERIES: 17880 3
TITLE: Subject correspondence
DATES: Undated
ARRANGEMENT:
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 and then microfilm.

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

AGENCY: Road Commission

SERIES: 930 3
TITLE: Travel claims
DATES: 1973
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Correspondence, forms, and relating records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 09/28/2000

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 for 3 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission

SERIES: 21106 3
TITLE: Utah Highway Progress newsletters
DATES: 1958-1959.
ARRANGEMENT: Chronological
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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/23/2000

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:

Historical
Publications which document agency history and functions have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission

SERIES: 21107 3
TITLE: Utah Highways and Byways newsletters
DATES: 1957-1963.
ARRANGEMENT: Chronological
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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/23/2000

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:

Historical
Publications which document agency history and functions have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Road Commission

SERIES: 950 3
TITLE: Warrant registers
DATES: 1961-1967.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain 5 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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 for 5 years and then destroy.