

Retention and Classification Report

Agency: Road Commission (831)

, UT

Records Officer

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AGENCY: Road Commission

SERIES: 17884

TITLE: AAMVA correspondence

DATES: 1968-1973.

ARRANGEMENT:

DESCRIPTION:

3

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.

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.

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

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.

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.

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.

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.

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 25.

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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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.

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.

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:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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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: 9920

TITLE: Contract administration annual reports

(continued)

APPRAISAL:

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

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

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.

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 for 6 years after final payment and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 13, Item 4.

AGENCY: Road Commission

SERIES: 962

TITLE: Contracts

(continued)

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.

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 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 9.

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:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

AGENCY: Road Commission

SERIES: 968

3

TITLE: Federally funded highway construction project files

DATES: 1920-1975.

ARRANGEMENT: Alphanumerical

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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Construction files document the history of Utah roads and highways.

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.

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 Records Center for 7 years and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 25.

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.

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:

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

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:

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.

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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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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.

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:

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.

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 11.

Finding aids facilitate access to records.

AGENCY: Road Commission

SERIES: 926

TITLE: Minutes index

(continued)

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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 4.

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.

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 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:

This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 15.

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.

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:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 4.

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.

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

SERIES: 922

TITLE: Publications

(continued)

APPRAISAL:

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

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.

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 for 4 years and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 13, Item 9.

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.

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 for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 13.

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.

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 for 4 years and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 13, Item 10.

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.

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 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.

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

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.

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.

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:

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

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.

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.

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 4.

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

TITLE: Speeches

DATES: 1959-1967.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

3

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

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.

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.

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:

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 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.

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 for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 44.

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)

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:

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

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)

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:

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

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.

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 Records Center for 5 years and then destroy.