Retention and Classification Report

Agency: Department of Public Safety. Utah Highway Patrol. Section #17 (227)

State Capitol Complex, Suite 40
Salt Lake City, UT 84114
801-538-1618

Records Officer: _____

23841	Incident/accident reports

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #17

SERIES: 23841 3
TITLE: Incident/accident reports
DATES: 1986-
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These files record the criminal and accident investigations handled by Utah Highway Patrol officers in Salt Lake County. They document all investigations by the Utah Highway Patrol to enforce the law and protect the public. Included could be State Accident Report Form D.I.-9, Utah Highway Patrol Short Form HPF-12, Driving Under the Influence (DUI) reports, Abandoned Vehicle Tag HPF-27, Incident Reports HPF-26, Witness Statements HPF-13, Inventory Forms HPF-36, Warrant Arrest Reports HPF-75, Seized Asset Report Forms DPS-100, Evidence Logs HPF-100, Laboratory Reports, Impound Reports TC-540, Diagrams, and miscellaneous others. Information includes name, address, age, vehicle registration, personal descriptions, blood alcohol levels, telephone numbers, signatures, victim information, and photographs.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #17

SERIES: 23841
TITLE: Incident/accident reports

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(9) and UCA 63G-2-305(38) 2009

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(d) 2009