

## Retention and Classification Report

**Agency:** Department of Public Safety. Utah Highway Patrol. Section #19 (512)

410 West 9800 South  
Sandy, UT 84070  
801-965-4550

**Records Officer:** \_\_\_\_\_

16900	Accident photograph logs
16899	Accident photograph negatives
82979	Equipment record
83160	Firearm training records
83105	Firearms maintenance records
83106	Firearms repair record
83152	Intoxilyzer files
83154	Intoxilyzer log
83161	Radar certification record
82972	Supply requisition
83159	Tuning fork certification

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #19

**SERIES:** 16900

3

**TITLE:** Accident photograph logs

**DATES:** 1967-

**ARRANGEMENT:** Numerical by sequential number and date

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a log corresponding to the Accident photograph negatives, series 16899. While it is used to assist the agency in retrieving negatives, the negatives are listed in the same manner in which they are filed, therefore it is not an index. Information includes the name of the trooper reporting the accident, the type of car(s) involved in the accident, and occasionally the last name of the driver.

**RETENTION:**

Permanent. Retain for 14 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 14 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical needs expressed by the State Records Committee.

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #19

**SERIES:** 16900

**TITLE:** Accident photograph logs

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #19

**SERIES:** 16899

3

**TITLE:** Accident photograph negatives

**DATES:** 1967-

**ARRANGEMENT:** Numerical by sequential number

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These photograph negatives depict a portion of the traffic accidents investigated by Utah Highway Patrol troopers. Highway Patrol procedures require troopers to take pictures of accidents only if there is an injury, death, and/or significant property damage. Occasionally, negatives may be used to provide information to insurance adjusters and attorneys. The negatives should be maintained the same length of time as Incident reports, series 83065, which are scheduled for eight years. Information includes accident date, investigating officer's name and badge number, number of negatives per accident, location and county in which the accident occurred, and a case number.

**RETENTION:**

Permanent. Retain for 14 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1994

**FORMAT MANAGEMENT:**

Photo negatives: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical value expressed by the State Records Committee.

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #19

**SERIES:** 16899

**TITLE:** Accident photograph negatives

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Any photographs depicting nudity, gross mutilation, or other similar material

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #19

**SERIES:** 82979

3

**TITLE:** Equipment record

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by name of employee

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records provide documentation of any equipment issued to a Utah Highway Patrol Trooper. Information includes date issued, amount, I.D. card, shield number, cap badge, name plate, service stars, belt, holster shoulder strap, handcuff case, cartridge case, belt keeper, baton, baton holder, tape measure, measure meter, template, accident stamp kit, gun cleaning kit, and rules and regulation book.

**RETENTION:**

Retain until separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office until separation of employee and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #19

**SERIES:** 82979

**TITLE:** Equipment record

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #19

**SERIES:** 83160

3

**TITLE:** Firearm training records

**DATES:** 1935-

**ARRANGEMENT:** Alphabetical by trooper surname

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

All Utah Highway Patrol officers are required to participate in regular firearm training. These records track the number of hours and firearm scores of each individual trooper. Information includes name and badge number of officer, date and number of hours in training, location, name of instructor, section number, type of slug or buck, type of weapon such as service weapon or off-duty weapon, make and model and type of training (night, deadly force, etc.).

**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:** 07/2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).



**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #19

**SERIES:** 83160

**TITLE:** Firearm training records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #19

**SERIES:** 83105

3

**TITLE:** Firearms maintenance records

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by trooper surname

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records provide documentation of the maintenance of firearms of each Utah Highway Patrol officer. The check list could include information on general cleanliness and condition of all parts of the firearm: screws, ejector rod, cylinder, sights, hammer, and stocks. Information also includes the weapon serial number, type of weapon, date of any repairs, specific check list of problems stating parts and areas of the weapon that needed repair, and the parts used.

**RETENTION:**

Retain until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office until gun is sold or traded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #19

**SERIES:** 83105

**TITLE:** Firearms maintenance records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #19

**SERIES:** 83106

3

**TITLE:** Firearms repair record

**DATES:** 1988-

**ARRANGEMENT:** Numerical by serial number

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This record provides a record of repairs performed on a weapon. Information includes weapon serial number, type of weapon, date of repair, specific check list of problems stating parts and areas of the weapon that needed repair, and parts used. The complete firearm maintenance records, series 83105 are maintained until the gun is sold or traded.

**RETENTION:**

Retain for 15 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #19

**SERIES:** 83152

3

**TITLE:** Intoxilyzer files

**DATES:** 1988-

**ARRANGEMENT:** Numerical by equipment number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Intoxilyzer machines are used to determine the blood alcohol level of individuals arrested on suspicion of drunk driving. These files are established upon acquiring the equipment. Records include the affidavit (assuring that proper and regular testing of the intoxilyzer instruments occurred), the custodian certificate (assuring that maintenance on the reading of the breath testing instrument are maintained), and the log, which documents all tests over a period of time, allowing a quick overview of the tests given. Information could include the serial number and location of instrument, date of inspection or test, a description and explanation of any required repairs, date of last check of the instrument, and signature of the inspector and notary. These records sometimes contain information on the name of the person tested, test time, drivers license number and state, gender, accident, person performing the test, and reason the test was ordered.

**RETENTION:**

Retain for 2 year(s) after disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office until equipment is surplus or sold and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #19

**SERIES:** 83152

**TITLE:** Intoxilyzer files

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #19

**SERIES:** 83154

1

**TITLE:** Intoxilyzer log

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This log documents intoxilyzer tests over a period of time, which allows a quick overview of all tests given. Information includes test number, date, name of subject tested, result, time of test, drivers license number and state, sex, accident information, person performing the test, reason for test, and name of judge or court.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #19

**SERIES:** 83154

**TITLE:** Intoxilyzer log

(continued)

**SECONDARY DESIGNATION(S):**

Private. Date of birth and driver license number



**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #19

**SERIES:** 83161

3

**TITLE:** Radar certification record

**DATES:** 1978-

**ARRANGEMENT:** Alphabetical by last name

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records document legal certification of radar equipment utilized by the Department of Public Safety and the Utah Highway Patrol. Information includes make, model and serial number of equipment, frequency, date tested, name, title and signature of tester, and signature of notary public.

**RETENTION:**

Retain for 6 year(s) after disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months after radar unit is no longer used and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #19

**SERIES:** 82972

3

**TITLE:** Supply requisition

**DATES:** 1979-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are internal records submitted to the supply officer as a requisition for supplies. Information includes quantity requested, description of item, quantity issued, serial or stock number, use by person/station, cost, date, division commander approval signature, district supervisor signatures, and date received.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #19

**SERIES:** 83159

3

**TITLE:** Tuning fork certification

**DATES:** 1978-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records provide legal certification in regards to all tuning forks assigned to each radar device being operated by the Utah Highway Patrol. The tuning forks are tested for accuracy every 6 months by a Utah Highway Patrol technician. Information includes serial number of tuning fork, cycles per second to equal the number of miles per hour, brand of tuning fork, date tested, name, title and signature of tester, and signature of notary public.

**RETENTION:**

Retain for 6 month(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months after service life of equipment has expired and then destroy.

**APPRAISAL:**

These records have administrative value(s).

The test is utilized in court as evidence of proper testing procedures. The tuning fork certification is retained by the courts to provide proof of accuracy of the radar equipment.

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #19

**SERIES:** 83159

**TITLE:** Tuning fork certification

(continued)

**PRIMARY DESIGNATION:**

Public