

Retention and Classification Report

Agency: Department of Public Safety. Utah Highway Patrol (1228)

4501 South 2700 West
Salt Lake City, UT 84119
801-965-4379

Records Officer: _____

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23682	Account receivable invoices
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AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 27883

1

TITLE: Accident photographs

DATES: 1993-

ARRANGEMENT: numerical by case file number

DESCRIPTION:

These are photographs taken at crash scenes to document the severity of damage. Photos are retained and distributed to persons involved in the crash, persons suffering loss as a result of the crash, attorneys, insurance companies, governmental entities, and licensed private investigators. The photographs are used as evidence in determining fault and processing insurance claims.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Photographs: For records beginning in 1993 through 2008. Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

Computer data files: For records beginning in 2000 and continuing to the present. Retain in Office for 10 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Exempt UCA 41-6a-404

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 27883

TITLE: Accident photographs

(continued)

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 23682

3

TITLE: Account receivable invoices

DATES: 2000-

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION: 8.00 cubic feet.

DESCRIPTION:

This series includes invoices for supplies, services or repairs provided by a vendor.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 2278

3

TITLE: Arrest and warnings quarterly statistical reports

DATES: i 1952-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These reports summarize all arrest and warning activity by troopers per year. Number of criminal violations and other statistics are also included.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 10846

3

TITLE: Bear Fax newsletter

DATES: 1992-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This publication is issued approximately weekly and is distributed throughout the Utah Highway Patrol. Information may include transfers within the Highway Patrol, policy updates, training opportunities, recognition of meritorious performance of duty, and announcements of projects or reorganizations.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 24078

3

TITLE: Budget and time reports

DATES: 1998-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems. Also includes overtime and travel information for Section 12/13 employees.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 24078

TITLE: Budget and time reports

(continued)

SECONDARY DESIGNATION(S):

Private. Information concerning any officers involved in undercover operations, UCA 63G-2-301(1)(b) (1991).

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 28645

3

TITLE: Evidence records

DATES: 1986-

ARRANGEMENT: Numerical by bin number, thereunder by surname.

DESCRIPTION:

These records support the agency's function to provide quality police services and protect the constitutional rights of all people in Utah. Records document all evidence collected during an investigation. Information includes details regarding the collection, handling, and disposal of the evidence. Contact information for the owner and collection and disposal officer are also included.

RETENTION:

Retain for 10 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Evidence records, GRS-2590.

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 28645

TITLE: Evidence records

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10)(2013)

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 9847

3

TITLE: Executive correspondence

DATES: 1980-

ARRANGEMENT: None

DESCRIPTION:

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 28504

3

TITLE: Fatal traffic incident reports

DATES: 1981-

ARRANGEMENT: Chronological

DESCRIPTION:

These reports are prepared by officers engaged in public patrol or response duties and describe initial actions taken in response to fatal crashes. These records may include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, and the nature of any injuries and damages sustained (Utah Code 63G-2-103(14)(2014)). These records may also include dash-cam recordings, copies of citations issued, warrants issued, DUIs issued, and driver and witness statements.

RETENTION:

Permanent. Retain for 20 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: 06/2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are occasionally requested by children of accident victims decades after the incident occurs.

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 28504

TITLE: Fatal traffic incident reports

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) 2013

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d) 2014
Protected. Utah Code 41-6a-404 2010

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 83065

3

TITLE: Incident reports

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These reports are prepared by officers engaged in public patrol or response duties and describe initial actions taken. These records may include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, and the nature of any injuries and damages sustained (Utah Code 63G-2-103(14)(2014)). These records may also include dash-cam recordings, copies of citations issued, warrants issued, DUIs issued, and driver and witness statements. Fatal crashes and violent felony records are not included in this series. Fatal traffic incident reports are in record series 28504 and Violent felony incident reports, including those for incidents of homicide and sexual assault, are in record series 28503. These reports are prepared by officers engaged in public patrol or response duties and describe initial actions taken. These records may include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, and the nature of any injuries and damages sustained (Utah Code 63G-2-103(14)(2014)). These records may also include dash-cam recordings, copies of citations issued, warrants issued, DUIs issued, and driver and witness statements. Fatal crashes and violent felony records including homicide and sexual assault are not included in this schedule.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Incident reports, GRS-2588.

AUTHORIZED: 06-01-2014

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 83065

TITLE: Incident reports

(continued)

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.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. The records are subject to litigation, and the retention reflects their average length of use in court.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(3)(g) 2013

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(10) 2013
Private. Utah Code 63G-2-302(2)(d) 2013

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 81588

3

TITLE: Overtime claims

DATES: 1975-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These records track overtime claims filed by Utah Highway Patrol employees. Information includes the officer's name, badge number, zone, division, and district; an account of the reason for overtime; certification that the information is correct; a record of hours approved for payment, compensatory hours approved, and total amount paid; and a dated authorized signature.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy and N.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 81588

TITLE: Overtime claims

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 10616

3

TITLE: Personnel rosters

DATES: 1935-

ARRANGEMENT: Numerical by field bureau number, thereunder alphabetical by officer's surname

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These rosters are used to track station assignments within Utah's Highway Partol Division. Information includes officer's name, badge number, and assignment, including those assigned outside of the Utah Highway Patrol. Information may also include spouse's name, home address, and telephone number if the employee is assigned to other divisions of the Department of Public Safety.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

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 updated and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until updated and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 10616

TITLE: Personnel rosters

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Address, phone number, spouse name

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 81467

3

TITLE: Projects reports

DATES: 1976-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records document various programs, statistics and projects implemented by the Utah Highway Patrol. They include accident surveys and statistics, auto theft programs, court policies, communications, annual reports, Driving Under the Influence (DUI) projects, uniform information, and reports on Utah Highway Patrol vehicles.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years or until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 29119

3

TITLE: Public patrol officer incident reports

DATES: 1995-

ARRANGEMENT: Alphabetical.

DESCRIPTION:

These records support the agency's mission to exceed all standards set forth by its profession by establishing and enforcing a high level of professional conduct for employees. Records document officer incidents that occur while an officer is engaged in public patrol, and are reviewed by the supervisor and manager to determine if a policy violation occurred. Records include the officer's description of the initial actions taken, such as, reported the crash, pursued a fleeing vehicle, seized a stolen vehicle, etc. Records may also include dash cam recordings, copies of citations issued, arrest records, or witness statements, as well as any policy violations or internal disciplinary actions. Disciplinary action carried out by the Department of Human Resources are not part of this series.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Incident reports, GRS-2588.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 29119

TITLE: Public patrol officer incident reports

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302 (2)(a)(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 81600

3

TITLE: Time sheets

DATES: 1935-

ARRANGEMENT: Chronological

DESCRIPTION:

These records are maintained in order to provide a documentary record of time worked by Utah Highway Patrol employees. Information includes the division/bureau, low organization number, year, payroll begin and end dates, employee name, and hours worked each day in the time period.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
These have temporary administrative and fiscal value and may be destroyed.

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 81600

TITLE: Time sheets

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.

Information concerning any officers involved in undercover operations, UCA 63G-2-301(1)(b) (1991).

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 9846

1

TITLE: Travel reimbursement requests

DATES: 1970-

ARRANGEMENT: Chronological

DESCRIPTION:

These records are maintained to track requests for reimbursement for certain business travel expenses. This information is recorded on Division of Finance forms, copies of which are kept by the Utah Highway Patrol. Information includes employee name, Social Security number, organization/task/activity, department division; an itinerary of travel, including times, meals and lodging expenses, private vehicle expenses, and miscellaneous expenses; employee signature; department head signature; and Budgeting and Accounting officer signature.

RETENTION:

Retain for 3 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 copy: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Social Security number

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 10009

3

TITLE: Travel requests

DATES: 1970-

ARRANGEMENT: Chronological

DESCRIPTION:

Correspondence, forms, and related records pertaining to agency travel and transportation functions.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Home address and phone number, and American Express Card number

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 6223

3

TITLE: Trooper incident report files

DATES: 1984-

ARRANGEMENT: Alphabetical by trooper name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files are kept by the Utah Highway Patrol captains to document individual trooper's activities. Files do not exist on all troopers, only those whose reports are questioned. The records include copies of section office reports, incident reports, and other material the captains may want included.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1991

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This appraisal is based on the needs of the agency.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 28503

3

TITLE: Violent felony incident reports

DATES: 1981-

ARRANGEMENT: Chronological

DESCRIPTION:

These reports are prepared by officers engaged in public patrol or response duties and describe initial actions taken in response to an incident which becomes part of a larger crime, specifically homicide or sexual assault. These records may include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, and the nature of any injuries and damages sustained (Utah Code 63G-2-103(14)(2014)). These records may also include dash-cam recordings, copies of citations issued, warrants issued, DUIs issued, and driver and witness statements.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 55 years and then destroy.

APPRAISAL:

These records have administrative value(s).

These records need to be kept for the length of the criminal sentence.

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 28503

TITLE: Violent felony incident reports

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) 2013

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d) 2014
Protected. Utah Code 41-6a-404 2010

AGENCY: Department of Public Safety. Utah Highway Patrol

SERIES: 82974

3

TITLE: Visitor register

DATES: 1989-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records identify persons visiting Utah Highway Patrol facilities. Information includes name of visitor, agency or firm represented by the visitor, person visited, date, time in and out, and the assigned visitor badge number.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Non-secure area access logs, GRS-2019.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public