Retention and Classification Report

Agency: Department of Transportation. Engineering & Operations. Operations. Motor Carriers. Port of Entry (1808)
4501 South 2700 West
P.O. Box 148240
Salt Lake City, UT 84114

Records Officer: _____

10277	Activity reports
19074	Agent reports
00940	Checking station daily reports
19040	Citation file electronic system
19038	Company file electronic system
19043	Permit file electronic system
19035	Port of Entry electronic system
19039	Vehicle file electronic system

AGENCY: Department of Transportation. Engineering & Operations. Operations. Motor Carriers. Port of Entry

SERIES: 10277 3

TITLE: Activity reports

DATES: 1975-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These quarterly and annual reports summarize the activities of each port. Information includes port locations, hours of operation, number of trucks through port of entry, trucks weighed, trucks measured, trucks off loaded, loads shifted, trucks out-of-service, oversize citations, overweight citations, insufficient registration citations, number of dispositions received, warnings, number of confiscated overweight permits, taxes collected, oversize permits issued, amount of permit fee revenue, overweight permit revenue, and total revenue from all sources.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Department of Transportation. Engineering & Operations. Operations. Motor Carriers. Port of Entry

SERIES: 10277

TITLE: Activity reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Motor Carriers. Port of Entry

SERIES: 19074 3
TITLE: Agent reports
DATES: 1996-
ARRANGEMENT: Chronological
DESCRIPTION:

This electronic system, a subset of the Port of Entry electronic system, series 19035, documents the activities that take place in each port per employee shift. Information includes port name, shift (night, day, swing, entire day), date, hours, truck counts, off loaded counts, agent name and badge, hours worked, enforcement actions taken, permits confiscated, and revenue generated. The latter is used to reconcile actual tender.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1999

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Motor Carriers. Port of Entry

SERIES: 19074

TITLE: Agent reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Motor Carriers. Port of Entry

SERIES: 940 3
TITLE: Checking station daily reports
DATES: 1937-
ARRANGEMENT: Alphabetical by port, thereunder chronological.
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

These records document the daily cash flow of each port and are also used as balance sheets. Information includes name of port, date, how many permits were sold, tax collected for fuel, daily cash logs, and the initials of the port employee accountable for the records.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1993

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).

This disposition is based on general audit requirements for financial records.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Motor Carriers. Port of Entry

SERIES: 940

TITLE: Checking station daily reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Motor Carriers. Port of Entry

SERIES: 19040 3

TITLE: Citation file electronic system

DATES: 1995-

ARRANGEMENT: Searchable by citation number, driver name or license number, company, or permit number

DESCRIPTION:

This electronic system, a subset of the Port of Entry electronic system (series 19035), tracks citations issued by Port of Entry agents. When a vehicle is in violation, the agent completes the online citation application, which includes citation number, issue date and time, agent name and badge number, permit number and status; information regarding the driver (see below); company name, city, state, U.S. Department of Transportation number, and motor carrier number; unit number, serial number, year, make, license plate, state, expiration date, and color; type of violation (overweight, uniform citation, warning, insufficient registration); direction of travel, carrying hazardous material, and if involved in an accident; load description and weight; if out of service, permit confiscated, bail amount, and bail posted; disposition and date, fine amount, and suspended amount. Driver information recorded in the system includes driver license number and state, name, address, date of birth, gender, social security number, whether drivers license includes a picture, hair and eye color, race, height, and weight. The citation is then printed and issued to the violator. A copy also goes to the court, the issuing agent, and the state Drivers License Division. The electronic system can call up for review the information about an existing citation, void a citation, or reprint one.

RETENTION:

Retain for 3 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

AGENCY: Department of Transportation. Engineering & Operations. Operations. Motor Carriers. Port of Entry

SERIES: 19040

TITLE: Citation file electronic system

(continued)

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then delete.

Paper: Retain in Office for 1 year after data has been entered into system and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Transportation. Engineering & Operations. Operations. Motor Carriers. Port of Entry

SERIES: 19038 3
TITLE: Company file electronic system
DATES: 1995-
ARRANGEMENT: Numerical by USDOT number, thereunder alphabetical by company name.
DESCRIPTION:

This electronic system, a subset of the Port of Entry electronic system (series 19035), tracks companies that use Ports of Entry and obtain special permits. Information includes company name, owner or operator, address, type (interstate or intrastate), United States Department of Transportation (USDOT) number, fuel account number from the International Fuel Tax Agreement, motor carrier (MC) number, and vehicle information such as the unit number, serial number, transponder number, make, year, color, license plate, state, and expiration date of each vehicle.

RETENTION:

Retain for 3 year(s) after 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:

Computer data files: Retain in Office for 3 years after company dissolves and then delete.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Department of Transportation. Engineering & Operations. Operations. Motor Carriers. Port of Entry

SERIES: 19038

TITLE: Company file electronic system

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Motor Carriers. Port of Entry

SERIES: 19043 3

TITLE: Permit file electronic system

DATES: 1995-

ARRANGEMENT: Searchable by company name, permit number, vehicle identification number, and serial number

DESCRIPTION:

This electronic system, a subset of the Port of Entry electronic system (series 19035), tracks permits issued by Port of Entry agents. Types of permits issued include oversize and overweight/oversize combination, 96-hour trip and fuel permits, and special receipts. The system also checks fuel tax and operating authority status and prepares employee shift activity reports. Statistical summaries of this information is maintained by the Division. Information includes permit number, status, start date and time, clearance number, expiration date, direction of travel, company name and address, unit number, serial number, year and make of vehicle, license plate number, vehicle weight, type of permit, fees, and agent name and badge number.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1999

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then delete.

Paper: Retain in Office until administrative needs end and then destroy.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Motor Carriers. Port of Entry

SERIES: 19043

TITLE: Permit file electronic system

(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 Transportation. Engineering & Operations. Operations. Motor Carriers. Port of Entry

SERIES: 19035 3

TITLE: Port of Entry electronic system

DATES: 1995-

ARRANGEMENT: Searchable by many fields, including company name, permit number, vehicle identification number, and serial number

DESCRIPTION:

This electronic system automates three primary business functions of Port of Entry operations: issuing permits, issuing citations and warnings, and producing shift accounting reports. Designed in-house using PowerBuilder software, the system tracks companies and the status of their permits, and serves as a communication tool between agents in different ports. This is valuable as trucks and other large vehicles pass through the state. If an agent needs authority from the main office in Salt Lake City, that authority is granted via the system. The system is divided into four main data groups: companies, vehicles, permits, and citations. All data groups have their own reports which are printed. The system also generates quarterly and annual statistical reports, and activity reports which are maintained in the division office. A user's manual is included.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

Computer data files backup: Retain in Office for 3 years and then delete.

Paper: Retain in Office until administrative need ends and then destroy.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Motor Carriers. Port of Entry

SERIES: 19035

TITLE: Port of Entry electronic system

(continued)

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. The data in the system have separate dispositions under series 81590, 19038, 19039, 19040,

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Motor Carriers. Port of Entry

SERIES: 19039 3

TITLE: Vehicle file electronic system

DATES: 1995-

ARRANGEMENT: Numerical by vehicle identification number and serial number

DESCRIPTION:

This electronic system, a subset of the Port of Entry electronic system (series 19035) and the Company file electronic system (series 19038), tracks vehicles owned by companies that use Ports of Entry and obtain special permits. Information includes company name, owner or operator, unit number, serial number, transponder number, make, year, color, license plate, state, and expiration date of each vehicle.

RETENTION:

Retain until disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1999

FORMAT MANAGEMENT:

Computer data files: Retain in Office until vehicle no longer exists and then delete.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Department of Transportation. Engineering & Operations. Operations. Motor Carriers. Port of Entry

SERIES: 19039

TITLE: Vehicle file electronic system

(continued)

PRIMARY DESIGNATION:

Public