

## Retention and Classification Report

**Agency:** Department of Public Safety. Utah Highway Patrol. Section #06 (2453)

816 North 1200 West  
Orem, UT 84057  
801-965-8083

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

28206 Incident case files

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #06

**SERIES:** 28206

3

**TITLE:** Incident case files

**DATES:** 2003 -

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

**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 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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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(continued)

**PRIMARY DESIGNATION:**

Exempt Utah Code 41-6a-404

**SECONDARY DESIGNATION(S):**

Protected. Files are used in court cases, disclosure of which may jeopardize litigation proceedings. Utah Code 63G-305(9)

Private. Files contain private and personal information. Utah Code 63G-302