Retention and Classification Report

Agency: Salt Lake City (Utah). Department of Finance. Parking Violations (1080)
354 South State, Floor
Salt Lake City, UT 84111

Records Officer

16904	Daily transaction files
16905	Daily transaction information file
16906	Parking notice automated file
16903	Parking notices
16902	Small claims files

AGENCY: Salt Lake City (Utah). Department of Finance. Parking Violations

SERIES: 16904 3
TITLE: Daily transaction files
DATES: 1986-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 200.00 cubic feet.
DESCRIPTION:

These files contain the violator's copy of parking notice that has either been paid, dismissed, or extended. The file may also contain other documents such as cashiers tape, impound hearing reports, hearing officer's notes, updates, transmittal lists, or anything pertaining to the daily transactions.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 week and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

This retention is based upon the administrative needs expressed by the bureau and the basic 3 year audit period.

AGENCY: Salt Lake City (Utah). Department of Finance. Parking Violations

SERIES: 16905 3
TITLE: Daily transaction information file
DATES: 1986-
ARRANGEMENT: None
ANNUAL ACCUMULATION:
DESCRIPTION:

This automated file contains information pertinent to payment or dismissal of violation notices. The file contains the amount paid, cashier's code, machine number, date and type of transaction, etc.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Agency Record Center for 2 months and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 1 month and then erase.

APPRAISAL:

Administrative

This information is based upon the administrative needs expressed by the bureau. This information is only used for reference.

AGENCY: Salt Lake City (Utah). Department of Finance. Parking Violations

SERIES: 16906 3
TITLE: Parking notice automated file
DATES: 1986-
ARRANGEMENT: None
ANNUAL ACCUMULATION:
DESCRIPTION:

This automated file contains information from the parking notice plus daily transaction information.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Agency Record Center for 2 years after issue date or 'cleared status' whichever is longer and then put to tape.

Computer magnetic storage media: Retain in Agency Record Center for 5 years and then erase.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Department of Finance. Parking Violations

SERIES: 16903 3
TITLE: Parking notices
DATES: 1986-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 50.00 cubic feet.
DESCRIPTION:

These files contain a copy of the original parking notice issued to violators. The notice contains the information obtained by the parking officer; citation number, auto license number and state, make of automobile; parking violation; date, time and location of violation; officer's ID number; signature and comments. Parking notices taken to small claims court are pulled from this file.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Department of Finance. Parking Violations

SERIES: 16902 3
TITLE: Small claims files
DATES: 1986-
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION: 20.00 cubic feet.
DESCRIPTION:

These files contain copies of various documents necessary for court filings and appearances. The files many contain: parking notice, small claims affidavit, copy of motor vehicle registration, judgment, motion and order in supplemental proceedings, order to show cause, bench warrant, minute entry from court proceedings.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 months after claim is adjudicated and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the bureau. The information is used for reference purposes. The same information is maintained by the Fifth Circuit Court for nine years.