

# Retention and Classification Report

**Agency:** Orem (Utah) (3301)  
56 North State Street  
Orem, UT 84057  
801-229-7035

**Records Officer:** Donna Weaver

27059 Employee driving records

**AGENCY:** Orem (Utah)

**SERIES:** 27059

1

**TITLE:** Employee driving records

**DATES:** 2005-

**ARRANGEMENT:** Alphabetical by surname and thereunder chronological by year.

**DESCRIPTION:**

The city collects these records to verify that employees who drive city-owned vehicles are in good standing and have valid drivers licenses. Information includes Department of Motor Vehicles driving records, driver's license numbers and addresses.

**RETENTION:**

Retain 1 year after administrative need ends

**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 1 year after administrative need ends and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(1)(f)