

Retention and Classification Report

Agency: Utah State Tax Commission. Division of Motor Vehicles (682)
210 North 1950 West
Salt Lake City, UT 84134
801-538-8321

Records Officer: Amy Hill

84745 Impound sales and release receipts
25185 *Motor Vehicle security video files
10164 Motor Vehicle's returned bad checks
10693 *Motor vehicle accounting records
03155 *Motor vehicle registration audits
09717 Motor vehicle registration system
16512 *Motor vehicle revenue recaps
02490 *Motor vehicle tax records
07186 Vehicle registrations

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 84745

3

TITLE: Impound sales and release receipts

DATES: 1979-

ARRANGEMENT: Alphabetical by name, thereunder numerical by vehicle number

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

This is a record of impounded vehicles, releases, payments, and sales of vehicles. Includes impound records receipts, notices of sale, release of impound reports, correspondence, and other materials to control release or sale of impounded vehicles.

RETENTION:

Retain 15 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 3 months and then microfilm or scan then destroy provided microfilm/imaging has passed inspection.

Microfilm master: Retain in State Records Center for 15 years and then destroy.

Microfilm duplicate: Retain in Office for 15 years and then destroy.

Digital image: Retain in Office for 15 years and then delete.

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 84745

TITLE: Impound sales and release receipts

(continued)

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:

Private

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 25185 3

TITLE: Motor Vehicle security video files

DATES: 2003-2009.

ARRANGEMENT: Alphabetical by Office name, thereunder chronological by recording date.

ANNUAL ACCUMULATION:

DESCRIPTION:

This record consists of security files and/or video recordings taken by security cameras at State Tax Commission Motor Vehicle offices. Files contain video recordings and other supporting documentation which is used by the division during investigations of possible criminal activities.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/2003.

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.

Video recordings master: Retain in Office for 1 month and then transfer to Agency Record Center. Retain in Agency Record Center for 11 months and then destroy provided there is no pending litigation.

APPRAISAL:

Administrative Legal

This disposition is based upon the administrative needs of the agency.

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 25185

TITLE: Motor Vehicle security video files

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (11) (2008)

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 10164

3

TITLE: Motor Vehicle's returned bad checks

DATES: 1985-

ARRANGEMENT: Chronological, thereunder alphabetical by taxpayer name

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

This is a record of dishonored checks which were paid to the Motor Vehicle Division by persons registering vehicles. They contain the check, collection information, bank and account number, owner's name and address, and motor vehicle information.

RETENTION:

Retain 15 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1992.

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 4 months or until collected upon or written off and then destroy provided documents have been scanned.

Digital image: Retain in Office for 15 years and then delete.

APPRAISAL:

Administrative Fiscal Legal

This disposition is based on administrative and legal needs expressed by the agency as well as contracts between the Utah State Tax Commission and the county governments per UCA 59-2-406.

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 10164

TITLE: Motor Vehicle's returned bad checks

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 10693

3

TITLE: Motor vehicle accounting records

DATES: 1989-2001.

ARRANGEMENT: Chronological, thereunder by vehicle type

ANNUAL ACCUMULATION:

DESCRIPTION:

These are daily accounting records which are used by the division to balance vehicle registration revenue. The revenue is matched with Motor Vehicle division's records for accuracy. They contain edits, computer printouts, adding machine tapes, balance sheets, and adjustment forms. The information includes specific types of vehicles registered.

RETENTION:

Retain 3.5 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1992.

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 6 months and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

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

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 10693

TITLE: Motor vehicle accounting records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 3155

3

TITLE: Motor vehicle registration audits

DATES: 1986-1990.

ARRANGEMENT: Alphabetical by name of insurance company

TOTAL VOLUME: 10.00 cubic feet.

DESCRIPTION:

These audits of motor vehicle registrations conducted in August and September of 1986 verify that the insurance claimed by a computer-generated random sampling of licensed motorists on their motor vehicle license registration forms was in force. The audits were discontinued soon after they began due to public outcry against the measure. The audit files contain auditor's notes, correspondence (signature), questionnaires (driver's license number, motor vehicle ownership, social security number), and other data regarding the verification of insurers.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1990.

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 State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

This disposition is based upon U.C.A. 41-12a-701-706, passed in 1985 and then repealed in 1987, which established audit procedures for the detection of uninsured motorists. The administrative and audit needs of the agency have been met.

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 3155

TITLE: Motor vehicle registration audits

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 9717

3

TITLE: Motor vehicle registration system

DATES: 1980-

ARRANGEMENT: Alphabetical by owner's name.

TOTAL VOLUME:

DESCRIPTION:

This computer system is used by the Motor Vehicle Division for registration of motor vehicles. The system records all motor vehicles registered in the state of Utah. The system includes registration of personal, business, off-road, commercial, aircraft, motor carrier, and farm vehicles. Also includes records of permits, vehicle sales, billings, cashier records, impoundments, vehicle identification number records, and motor vehicle inquiry requests. The information contains the owner's name, address, vehicle identification number, license plate number, and registration information. This system includes financial information on the registered owner which may include lien holder financing and other personal data. Also contains a comment file that includes information on audit collection, investigation, and any other commission generated information. Individual files within the system may be accessed by name or other data elements.

RETENTION:

Retain 15 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1992.

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 data files: Retain in Office for 15 years and then delete.

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 9717

TITLE: Motor vehicle registration system

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the Tax Commission.

PRIMARY CLASSIFICATION:

Exempt UCA 41-1a-116(1)(a)(2008)

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 16512

3

TITLE: Motor vehicle revenue recaps

DATES: 1985-2001.

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

These records provide a summary of the revenue collected for each category of vehicle. The vehicles include boats, snowmobiles, off highway vehicles, and automobiles.

This record series is being microfilmed in random order as part of record series 7186, Vehicle registration.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1992.

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 6 years or until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the Tax Commission.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 2490

3

TITLE: Motor vehicle tax records

DATES: 1951-1958.

ARRANGEMENT: Chronological, thereunder numerical by account number

TOTAL VOLUME:

DESCRIPTION:

This is a record of tax assessments, collections, correspondence, payments, and work papers concerning motor vehicles. They include name, address of owner; vehicle description, identification number; work papers; collection notes and procedures; assessments; and tax liability.

This is a closed series because the Tax Commission changed their motor vehicle assessment procedures after 1958. The current series is 7186.

RETENTION:

Retain 15 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1992.

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 State Records Center for 15 years and then destroy.

APPRAISAL:

Administrative

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

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 2490

TITLE: Motor vehicle tax records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 7186

3

TITLE: Vehicle registrations

DATES: 1953-

ARRANGEMENT: Chronological, thereunder numerical by internal control number

ANNUAL ACCUMULATION: 150.00 cubic feet.

DESCRIPTION:

These registrations document all vehicles registered in the state of Utah. These include registrations for passenger, freight, motor carrier, off-highway, campers, motorcycles, trailers, and other classes of vehicles. Includes inspection certificate numbers, bills of sale, fees paid, annual renewal sticker numbers, exemption certificate numbers, liens, and other registration and ownership records. Registration materials list the make, model, year, and serial number of vehicle and assessed valuation and taxes paid, and registered owner's name and address. Could also include other information related to vehicle registrations.

RETENTION:

Retain 15 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1991.

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 until microfilmed or scanned as digital image and then destroy.

Microfilm duplicate: Retain in Office for 15 years and then destroy.

Microfilm master: Retain in State Records Center for 15 years and then destroy.

AGENCY: Utah State Tax Commission. Division of Motor Vehicles

SERIES: 7186

TITLE: Vehicle registrations

(continued)

Digital image: Retain in Office for 15 years and then delete.

APPRAISAL:

Administrative Legal

This disposition is based on the Motor Vehicle division's request that vehicle registrations be kept for 15 years. These records are kept pursuant to UCA 41-1a-115 and 41-1a-116.

PRIMARY CLASSIFICATION:

Protected UCA 41-1a-116 as per SB 174 (2008).