

Retention and Classification Report

Agency: Utah State Tax Commission. Division of Motor Vehicle Enforcement (683)
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Records Officer: Amy Hill

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AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 9718

3

TITLE: Administrative proceeding system

DATES: 1989-

ARRANGEMENT: Numerical by system type.

ANNUAL ACCUMULATION: 15.00 cubic feet.

DESCRIPTION:

This computer system is used to record applications and proceedings, which are filed by dealers, salesmen, and temporary business license holders when they are denied a business license. They contain the name and address of person or business applying for license, reason for denial, summary of legal procedures, fines imposed, correspondence, summary information, transaction notes, and proceeding results.

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 until administrative need ends and then erase.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the Tax Commission to retain the information on-line until the administrative need ends.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16995

3

TITLE: Correspondence file

DATES: 1980-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION:

DESCRIPTION:

Business-related correspondence that is routine or transitory in nature and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

RETENTION:

Retain 3 years

DISPOSITION:

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2005.

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 90 days or until no longer needed and then destroy.

Paper: Retain in Office for 2 years or until no longer needed and then destroy.

Paper: Retain in Office for 3 years and then destroy.

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16995

TITLE: Correspondence file

(continued)

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 47.

Records that document the activities of the division as a whole and show its policies, achievements, and activities are of long term value and should be retained. However, correspondence dealing with routine day to day matters should be weeded out when no longer needed.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 17012

3

TITLE: Data system backup files

DATES: 1986-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These are backup discs created by the division to protect information on the data system from loss or damage. They include information from all of the automated data systems in the division.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 Office for 5 years and then erase.

APPRAISAL:

Administrative

This division has just automated and they have no experience in this area to give a definitive retention. At this time, they feel that five years will meet their administrative needs.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 17013

3

TITLE: Data system computer printouts

DATES: 1986-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These are printouts of information from the data system that is not generated on a regular basis but only upon request. They can be from any of the scheduled data files.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 10 days or until no longer administratively valuable and then destroy.

APPRAISAL:

Administrative

When these reports are generated, they are made for a specific limited purpose. A retention schedule is being prepared to authorize destruction of these reports according to state law.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16988

3

TITLE: Dealer history

DATES: 1984-

ARRANGEMENT: Alphabetical by business name.

ANNUAL ACCUMULATION:

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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 years and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

Microfilm master: Retain in Office until license is revoked or terminated and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Microfilm duplicate: Retain in Office for 4 years after license is revoked or terminated and then destroy.

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16988

TITLE: Dealer history

(continued)

APPRAISAL:

Administrative Legal This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 20. These records may have legal value and should be kept after a business is closed for four years due to the statute of limitations for felony offenses (UCA 76-1-302). Previous decision: RDR 75-61: 10 years/public.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(h)2006

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 17011

3

TITLE: Dealer history system

DATES: 1979-

ARRANGEMENT: Chronological, thereunder alphabetical by dealer name

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a complete history of the transactions involved with each dealer license issued. This is used as an administrative tool by the division to answer inquiries more efficiently and to reduce the paperwork burden. This record includes the dealer license number, the date of any transaction, a description of the transaction, the effective date of the transaction, and the roll and frame number where the transaction documentation was filmed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 data files: Retain in Office until updated or obsolete and then erase.

APPRAISAL:

Administrative

This record is created for administrative efficiency. When it is no longer needed, the information may be erased.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 17009

3

TITLE: Dealer master file

DATES: 1979-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an automated data system file that contains the current information on licensed dealers of motor vehicles in the state. This is used as a quick reference for the staff in its day-to-day activities. The information in this file includes the dealer number, the type of dealer license, the fee paid, the type of business entity (corporation, partnership, etc.), the name and address of the dealer, the original issue date of the license, the last transaction date, the license expiration date, the date the license was suspended, the telephone number of the dealer, the name of the bonding company, the effective date of the bond, the name and address of the owner(s), and any related franchises.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 output microfiche master: Retain in Office until updated or obsolete and then erase.

APPRAISAL:

Administrative

This record is created for administrative efficiency. When it is no longer needed, the information may be erased.

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 17009

TITLE: Dealer master file

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 17008

3

TITLE: Dealer plate file

DATES: 1979-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an automated data system file that contains the current status of special plates issued to motor vehicle dealers under the provisions of UCA 41-3-30 to 41-3-37. This file is used for staff reference. The information includes the dealer number, the date the plate issued, the date the plate expires, and the current status of the license plate (okay, lost, stolen, etc.).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 output microfiche master: Retain in Office until updated or obsolete and then erase.

Computer data files: Retain in Office for 30 days or until updated and then delete.

APPRAISAL:

Administrative

This record is created for administrative efficiency. When it is no longer needed, the information may be erased.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 17005

3

TITLE: Dealer report of sale

DATES: 1979-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an automated system file that contains a record of all sales reported by motor vehicle dealers. This report is required by UCA 41-1-73. This record includes the date of sale, the names of the seller and buyer, and a description of the vehicle sold.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 data files: Retain in Office until updated or obsolete and then erase.

Paper: Retain in Office for 30 days or until updated and then destroy.

APPRAISAL:

Administrative

This information is kept on the data system for administrative efficiency. Once the administrative value of the record is ended, it may be destroyed.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16997

3

TITLE: Impound yard files

DATES: 1983-

ARRANGEMENT: Alphabetical by impound yard name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the files of towing services and garages around the state that have been designated facilities for towing and storing vehicles seized and impounded by law enforcement agencies or vehicles that have been abandoned. These impound yards are established under Administrative Rule A-12-05-17. These files include Impound Agreement Application, Inspection Report, notification of approval, and related correspondence. Information includes the location of the facility, the name and address of the owning firm, the type of business (partnership, corporation, etc.), the name and address of the owner(s), whether a bond has been posted, the name and policy number of the insurance company, a physical description of the lot, and whether the owner(s) has had any past criminal involvement.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 4 years after lot is closed or agreement terminates and then destroy.

APPRAISAL:

Administrative Legal

This information is used as long as the yard is an impound yard, according to the staff. Because of this and the small volume of the records, the case should be retained in the office as long as the facility is an impound yard. An additional four year retention is suggested in case criminal action should be initiated.

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16997

TITLE: Impound yard files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 17007

3

TITLE: Impound yard system

DATES: 1979-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an automated data system file that contains information as to the authorized impound yards in that state, established under Administrative Rule A-12-05-17. The information includes the number of the impound year, the date the yard was licensed, the area where the yard is located, the name and address of the business, the telephone number of the business, the type of business (partnership, sole proprietor, etc.), the name and address of the owner(s), the bond number, and the name of the bonding company.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 data files: Retain in Office until updated or obsolete and then erase.

Paper: Retain in Office for 30 days or until updated and then destroy.

APPRAISAL:

Administrative

This record is created for administrative efficiency. When it is no longer needed, the information may be erased.

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 17007

TITLE: Impound yard system

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(2008)

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16998

3

TITLE: In-transit permits

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are permits issued by the state under motor vehicle regulation A 12-06-6 to allow an owner of a vehicle to operate that vehicle in the state for up to 96 hours. This permits a purchaser to transport his vehicle from the place of purchase to its destination without having to register the vehicle. This record includes the points of origin and destination, the make and year of the vehicle, the vehicle identification number, the name of the insurance company, the policy number, the dates issued and expires, and the name and address of the owner or authorized representative.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 3 years or until audited and then destroy.

APPRAISAL:

Administrative Fiscal

This record is subject to audit and is needed until the audit is completed. Once it has been audited, the office has no further use for the record.

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16998

TITLE: In-transit permits

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16996

3

TITLE: Inter-departmental transfer

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a request to the Division of Finance to transfer funds from one agency's account to the requesting agency's account in payment of supplies or services rendered. The request includes two forms: one for transfer to Central Stores and one for other transfers. The request to Central Stores includes the date of the request, the low organizational and account numbers of the requester, the name, department, division, bureau, address and telephone number of the requester, and a list of items requested giving the item number, quantity, type of package (bottles, packages, etc.), a description of the items, a verification that the item was received, the name and signature of the individual filling the order and the date it was filled, the signature of the individual picking up the order and the date the order was received. In the other request, includes the date of the request, the department of finance number, the departmental number, the names of the individuals checking the computations and doing the pre-audit, the servicer and requester organizations, a description of the services provided, the servicer's and requester's low organizational, account, and activity numbers, and the amount being transferred, the total amount, and the signature of the requester department head or authorized agent.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 destroy.

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16996

TITLE: Inter-departmental transfer

(continued)

APPRAISAL:

Administrative

Based on General Retention Schedule 6 Item 5.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16999

3

TITLE: Investigative case files

DATES: 1984-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are files of the investigation of wrong doing by individuals involved in the sale, manufacture, or transporting of motor vehicles. These files include Original Complaint Report, Supplemental Report, and supporting documentation. The information includes the nature of the complaint, the name and address of the complainant, the name and address of the dealer or individual, the description of the vehicle purchased, a description of the trade in vehicle, the purchase price of the new vehicle, the date of purchase, and a statement of facts in the case.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 10 years and then destroy.

Microfilm duplicate: Retain in Office for 10 years and then destroy.

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16999

TITLE: Investigative case files

(continued)

Microfilm duplicate: Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

Administrative Legal

This record is kept in the office for three years to allow for resolution of the case. Afterwards, the file should be kept for another seven years because, according to UCA 41-3-8(3)(d), conviction for a violation of state law is grounds for denying a license. The office wishes to keep track of these cases for a total of ten years in case the individual reapplies for a license. Previous decision: RDR 75-61: 10 years/public.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(8) (2008)

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 17006

3

TITLE: Investigative case summary file

DATES: 1979-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an automated data system file that shows the status of investigations against dealers, salesmen, manufacturers, or dismantlers of motor vehicles. This is used by the division as an administrative tool to keep track of these investigations. The information includes the case number, the name of the investigator, the status of the case, the nature of the complaint, the name of the complainant, the name and number of the suspect, the date the case was assigned, the date the last number of the suspect, the date the case was assigned, the date the last supplemental report was written, and the date the case was closed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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.

Microfilm master: Retain in Office until updated or obsolete and then erase.

Computer data files: Retain in Office for 30 days or until updated and then delete.

Paper: Retain in Office for 30 days or until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

Administrative

This record is created for administrative efficiency. When it is no longer needed, the information may be erased.

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 17006

TITLE: Investigative case summary file

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16992

3

TITLE: Ledger sheets

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a record of fees received by the office. It is used internally to document the flow of funds through the office. This record includes the date of the transaction, the amount of fees received, the number of permits issued, and the source of the fees.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 3 years or until audited and then destroy.

APPRAISAL:

Administrative Fiscal

The only value of this record is fiscal. Once it has been audited, there is no further need for it.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16987

3

TITLE: Loaded vehicle demonstration permit applications

DATES: 1984-

ARRANGEMENT: Alphabetical by dealer name.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are applications for special plates submitted by motor vehicle dealers under UCA 41-3-34 to enable the dealer to use a dealer plate to demonstrate a loaded motor vehicle to a prospective purchaser. This permit must be returned to the department within ten days of its expiration date. These files include the name of the dealer, a description of the motor vehicle, the date of the trip, the origination and destination of the trip, the name of the prospective purchaser, the type of demonstration, the name of the vehicle driver, and the signature of the dealer.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 30 days and then destroy.

APPRAISAL:

Administrative

This record has a very limited life as it is good for one trip only. Experience with the files has shown that there is no reference to this record. Therefore prompt disposal is recommended.

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16987

TITLE: Loaded vehicle demonstration permit applications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16991

3

TITLE: Miscellaneous fees sheets

DATES: 1985-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the sheets license applicants submit to the department along with their fees in order to be licensed as motor vehicle dealers, salesmen, transporters, manufacturers, or crushers. This is required by UCA 41-3-13. This record includes the name and address of the applicant, the date of the payment, the specific fees being paid, and the amount of the fees.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 3 years or until audited and then destroy.

APPRAISAL:

Administrative Fiscal

This record is used strictly for audit purposes. Once audited, there is no further need of it.

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16991

TITLE: Miscellaneous fees sheets

(continued)

PRIMARY CLASSIFICATION:

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

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 17000

3

TITLE: Motor vehicle business administration bulletin

DATES: 1951-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a publication by the division sent to dealers to convey information concerning motor vehicle regulations, laws, and other matters that the division wishes to call attention to. This publication is issued quarterly.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 until no longer administratively valuable and then transfer to State Archives with authority to weed.

Paper: Retain in Office until no longer administratively valuable and then destroy.

APPRAISAL:

Administrative Historical

This publication clarifies state rules and regulations and documents the activities of the division. As such, a copy should be preserved and sent to the Archives when the division no longer needs it.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 13458

3

TITLE: Motor vehicle dealer administrative proceeding records

DATES: 1990-

ARRANGEMENT: Chronological, thereunder alphabetical by dealer name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These files document investigations conducted by the division concerning motor vehicle dealers or sales people who are suspected of misconduct. They contain procedural investigation information used by the Division of Motor Vehicle Enforcement to revoke dealer licenses when evidence proves misuse of dealer license as authorized by UCA 63-46b (1993). Information includes investigation reports, correspondence, fines, notices, suspensions, license revocations, and other actions taken by the division against dealers or sales people of new or used motor vehicles.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1994.

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 9 years and then destroy.

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 13458

TITLE: Motor vehicle dealer administrative proceeding records

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency. The information gathered is used by the division in the prosecution of guilty individuals.

PRIMARY CLASSIFICATION:

Protected Investigation procedures, UCA 63G-2-305(8) (2008)

SECONDARY CLASSIFICATION(S):

Public. Summary information

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 14700

3

TITLE: Motor vehicle temporary permit audit files

DATES: 1980-

ARRANGEMENT: Numerical by dealer number, thereunder alphabetical by dealer name

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document motor vehicle dealers temporary license permits, and the company's compliance to state legislation and administrative rules relating to the distribution of temporary license permits to individuals who purchase vehicles. Information includes the dealer name, address, business license number, and dealer number. Also includes purchaser's name, address, and vehicle information.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1998.

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 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 Vehicle Enforcement

SERIES: 14700

TITLE: Motor vehicle temporary permit audit files

(continued)

PRIMARY CLASSIFICATION:

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

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 17001

3

TITLE: Purchase authorizations

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are requests to procure needed equipment and supplies. The information includes name of requesting department, division, and bureau, the date of request, date the requisition wanted, the requisition number, the estimated cost of the supplies or equipment, the address and telephone number where the supplies or equipment are to be sent, the name of the person originating the requisition, the signature of the purchasing agent, the low organizational and activity numbers, the purchase order number, the item number, the quantity of each item requested, the description and specifications of each item, the unit price, and the total cost of all items.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 destroy.

APPRAISAL:

Administrative

This is based on office usage. See also General Schedule 3 Item 4c.

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 17001

TITLE: Purchase authorizations

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16990

3

TITLE: Sales representative licensing file

DATES: 1984-

ARRANGEMENT: Alphabetical by salesperson name.

ANNUAL ACCUMULATION:

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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 years and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

Microfilm master: Retain in Office for 4 years after license is revoked, terminated, or expires and then destroy.

Microfilm duplicate: Retain in State Records Center for 4 years and then destroy.

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16990

TITLE: Sales representative licensing file

(continued)

APPRAISAL:

Administrative Legal This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 20. This record is valuable as long as the individual has current license. A four year retention will allow for potential felony action if necessary. (UCA 76-1-302). Previous decision: RDR 75-61: 10 years/public.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(d)

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 17004

3

TITLE: Salesman master file

DATES: 1979-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an automated data file that contains up to date information as to salesmen of motor vehicles licensed to the state. This is used by the staff in their day to day activities. The information in this file includes the salesman number, the name and address of the salesman, the salesman's date of birth and sex, a physical description, the original issue date of the license, the last transaction date, the expiration date, the date of any suspensions, the effective date of the bond, the name of the surety company, the bond number, and the salesman's employer.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 data files: Retain in Office until updated or obsolete and then erase.

APPRAISAL:

Administrative Fiscal

This information is kept on the data system for administrative efficiency. Once the administrative value of the record is ended, it may be destroyed.

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 17004

TITLE: Salesman master file

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 17010

3

TITLE: Salesmen history system

DATES: 1979-

ARRANGEMENT: Chronological, thereunder alphabetical by salesman name

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a complete history of the transactions involved with each salesman license issued. This is used as an administrative tool by the division to answer inquiries more efficiently and reduce the paperwork burden. This record includes the salesman license number, the date of any transaction, a description of the transaction, the effective date of the transaction, and the roll and frame number where the transaction documentation was filmed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 data files: Retain in Office until updated or obsolete and then erase.

APPRAISAL:

Administrative

This record is created for administrative efficiency. When it is no longer needed, the information may be erased.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 9957

3

TITLE: Suspect profile

DATES: 1991-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These suspect profiles contain information on potential suspects when a pattern of criminal behavior can be identified or a physical characteristic is identified by a witness, but the full description of criminal activity was not given. The motor vehicle enforcement divisions investigative staff develops the methods of operation for identifying these criminal activities and creates a list of potential suspects.

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 until administrative need ends and then destroy.

Computer data files: Retain in Office until administrative need ends and then erase.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the Tax Commission to retain these files until no longer valuable. No set retention can be made because the length of time a person may be involved in criminal activity is unknown.

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 9957

TITLE: Suspect profile

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63=2=304 (9, 8)(2008)

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 17003

3

TITLE: Temporary permit system

DATES: 1979-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This system contains a record of temporary permits issued by dealers to the purchasers of motor vehicles as required by UCA 41-3-28. This system is used by the division to monitor the issuance of the permits and the payment of the necessary fees. The information in the system includes the permit number, the issue date, the date the permit was cleared, and the clearance code.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 data files: Retain in Office until updated or obsolete and then erase.

APPRAISAL:

Administrative

This record is used for the day to day administration of the office. Only current information is of use to the division.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16994

3

TITLE: Temporary permits

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are stubs returned by motor vehicle dealers to notify the division that they issued the permit under the authority of UCA 41-3-28. This document is then used as a data entry document to indicate that the specific permit had been issued. The information includes the permit number, the name and address to whom it was issued, the make of the motor vehicle, the year model, the date issued, the expiration date, and the name and number of the dealer.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 30 days after data entry and then destroy.

APPRAISAL:

Administrative

This form is returned to the division solely to advise them that the temporary permit was issued. Once this has been done and the permit number cleared from the data system, the paper document has no further value.

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16994

TITLE: Temporary permits

(continued)

PRIMARY CLASSIFICATION:

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

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16993

3

TITLE: Utah licensed and bonded dealers sales report

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a report submitted by motor vehicle dealers reporting the sale and delivery of any new or used motor vehicle, as required by UCA 41-3-2(2). This is used by the division in pursuing actions against dealers in cases of fraud such as alteration of mileage odometer readings. This form is also used as an input document to the data system. This record includes the names and addresses of the buyer and dealer, a description of the vehicle sold, whether the vehicle was new or used, the odometer reading at the time of sale, the date of sale, and the signature of the seller.

RETENTION:

Retain 4 years after input in automated system has been verified.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 until input in automated system has been verified and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

AGENCY: Utah State Tax Commission. Division of Motor Vehicle Enforcement

SERIES: 16993

TITLE: Utah licensed and bonded dealers sales report

(continued)

APPRAISAL:

Administrative Legal

Once the information is input into the data system, the paper record is no longer needed in the office. However, the paper must be maintained for four years in case an action for fraud is initiated by the state. Therefore, records center retention for the statute of limitations is required.

PRIMARY CLASSIFICATION:

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