

Impounded vehicles reports (GRS-1082)

Utah General Retention Schedule

Description

These reports document motor vehicles impounded by the police department. Vehicles may be impounded for various reasons but usually when property or sales taxes are not paid. The State Tax Commission form includes the impound date, the make and model, year, color, identification number, tag number, and condition of the impounded vehicle; the name and address of owner (if known); reasons for impounding; date and time vehicle impounded; vehicle accessories; description of any visible damage; any necessary remarks; officer's signature; agency name; and case number. A vehicle inventory form may also be maintained which contains essentially the same information. The record copy is sent to the Division of Motor Vehicles and is retained for five years. A copy of the report is usually part of a case file.

Retention and Disposition

Retain for 3 years after final action, and then destroy records.

Categories

Municipality
Police Department

Effective

08/1996

Previous Schedule Number

MUN-21-30