

Trouble control report (GRS-1171)

Utah General Retention Schedule

Description

This report is generated by telephone calls from private citizens or police departments concerning traffic signals that require repairs. Report is necessary for verification in litigation cases. It includes location, name of person reporting, date, time, report of trouble, description of trouble found, repair made, by whom, time arrived and time completed.

Retention and Disposition

Retain for 7 years, and then destroy records.

Appraisal

These records have administrative value(s).

Appraisal Note

Value of records is based on their usefulness for carrying out the agency's current business.

Categories

Public Works

Effective

09/1989

Previous Schedule Number

MUN-23-25