

Public transit records (GRS-1872)

Utah General Retention Schedule

Description

These records document bus activity and ridership. Information includes driver manifests, passenger counts, paratransit services, routes, and related records.

Retention and Disposition

Retain for 3 years, and then destroy records.

Retention Justification Note

These records have a 3 year retention based on 49 CFR 18.42 and up to 7 years based on UTA's record keeping practices of maintaining records for two triennial review cycles. (11/24/2015) As part of the GRS Consolidation, retention ranges are no longer used in the general retention schedule.

Appraisal

These records have administrative value(s).

Categories

Motor Vehicle

Effective

12/2015

Previous Schedule Number

SG-9-13