

Impounded vehicles reports (GRS-362)

Utah General Retention Schedule

Description

These reports document motor vehicles impounded by the sheriff's office. Vehicles may be impounded for various reasons but usually when property or sales taxes are not paid. Information 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.

Retention and Disposition

Retain for 3 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

Law Enforcement

Effective

04/2018

Previous Schedule Number

CO-16-46