

Traffic citations (GRS-365)

Utah General Retention Schedule

Description

This is a copy of a citation issued by law enforcement of drivers violating motor vehicle and traffic laws. It usually includes date, time, location of violation, vehicle's license number, violation code, deputies' name, and signature of person receiving citation.

Retention and Disposition

Retain for 2 years, and then destroy records.

Appraisal

These records have administrative value(s).

Categories

Law Enforcement

Effective

04/2018

Previous Schedule Number

CO-16-49