Motor vehicle accident reports (GRS-2296)

Utah General Retention Schedule

Description
This record documents the cause of any accident and the results of the subsequent investigation involving any Department owned or leased vehicles. Information includes time of accident, place of accident, vehicle description, name of driver and insurance data.

Retention and Disposition
Retain for 1 year after case is closed, and then destroy records.

Categories
Facility and Property

Effective
08/1999

Previous Schedule Number
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