

# 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

SG-5(229)-16