

Incident reports (GRS-2588)

Utah General Retention Schedule

Description

These reports are prepared by officers engaged in public patrol or response duties and describe initial actions taken. These records may include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, and the nature of any injuries and damages sustained (Utah Code 63G-2-103(14)(2014)). These records may also include dash-cam recordings, copies of citations issued, warrants issued, DUIs issued, and driver and witness statements. Fatal crashes and violent felony records including homicide and sexual assault are not included in this schedule.

Retention and Disposition

Retain for 10 years, and then destroy records.

Categories

Utah Highway Patrol

Effective

06/2014

Previous Schedule Number

SG-1(1228)-1