

Traffic citations (GRS-365)

Utah General Retention Schedule

Description

This is a copy of a citation issued by the sheriffs' deputies to 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.

Categories

County
Sheriff

Effective

12/1991

Previous Schedule Number

CO-16-49