

# Retention and Classification Report

**Agency:** Division of Fleet Operations (245)

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**Records Officer:** \_\_\_\_\_

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**AGENCY:** Division of Fleet Operations

**SERIES:** 80031

1

**TITLE:** Affidavits for special exempt plates

**DATES:** 1982-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records are used to justify why an unmarked state car should not have a state exempt license plate. The law requires that all state cars have a state exempt license plate. In certain circumstances, however, this law is excused because the state vehicle should not be identifiable as a state car. Tax Commission's Motor Vehicles office also gets a copy of this record. The information includes agency, division, department, vehicle id number, make, model, license number, justification, authorizing signature, and who would be using the vehicle.

**RETENTION:**

Retain until disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until vehicle is decommissioned and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

This record needs to be maintained while the vehicle is in use for the purpose stated on the affidavit. After this, the record might have audit values.

**AGENCY:** Division of Fleet Operations

**SERIES:** 80031

**TITLE:** Affidavits for special exempt plates

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Division of Fleet Operations

**SERIES:** 80053

3

**TITLE:** Automobile titles

**DATES:** 1951-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records are proof of state ownership of the vehicle. The Division of Motor Vehicles can duplicate a title from the license number or vehicle identification number if the title is destroyed.

This series includes owner information, vehicle id number, first lien holder, first lien release, new title number, second lien holder, second lien release, owner transfer, and odometer disclosure, new owner, and new lien holder.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vehicle ownership records, GRS-16558.

**AUTHORIZED:** 11-18-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office until until vehicle is sold and then transfer to new owner.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s).

This document proves state ownership of the vehicle. Without this proof ownership might be challenged or the vehicle might not could be sold. Therefore, the document needs to be kept for the full term of state ownership.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Division of Fleet Operations

**SERIES:** 80052

3

**TITLE:** Certificates of mileage

**DATES:** 1979-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are certificates issued by the dealer/manufacture  
certifying the mileage is accurate on each vehicle purchased by  
the state.

The information includes dealer, mileage, make, model, body  
style, vehicle identification number, seller's and buyer's  
signatures.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vehicle  
ownership records, GRS-16558.

**AUTHORIZED:** 11-18-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office until car ownership changes and then  
destroy.

**APPRAISAL:**

These records have administrative value(s).

These records have administrative value only.

**AGENCY:** Division of Fleet Operations

**SERIES:** 80052

**TITLE:** Certificates of mileage

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Division of Fleet Operations

**SERIES:** 27277

3

**TITLE:** Complaint case files

**DATES:** 2009-

**ARRANGEMENT:** Chronological by date of complaint.

**DESCRIPTION:**

This series documents complaints received concerning vehicles used for the purpose of and employees driving while conducting official government business. Information is used to provide better management of fleet vehicles and improved driving by government employees. Information includes names, addresses, phone numbers, identifying vehicle information, and other related information. Some complaints are anonymous.

**RETENTION:**

Retain for 7 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Complaint investigation files, GRS-1969.

**AUTHORIZED:** 05-01-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after resolution and then destroy.

Computer data files: Retain in Office for 7 years after resolution and then delete.

**APPRAISAL:**

These records have administrative value(s).

These records have administrative value as they document problems involved with fleet vehicles, vehicles rented for official government business, and employees driving problems while on official government business.

**AGENCY:** Division of Fleet Operations

**SERIES:** 27277

**TITLE:** Complaint case files

(continued)

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(2)(d) 2009

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(9)(d) and (10) 2009



**AGENCY:** Division of Fleet Operations

**SERIES:** 23653

3

**TITLE:** Expenditure financial reports

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical by name.

**ANNUAL ACCUMULATION:** 9.00 cubic feet.

**DESCRIPTION:**

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2017.

**AGENCY:** Division of Fleet Operations

**SERIES:** 80038

3

**TITLE:** Manufacturers statements of origins

**DATES:** 1983-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

When the state buys a vehicle, they require a statement from the dealer/manufacturer of the authenticity of the vehicle's manufactured origin. A copy of this is sent to Motor Vehicles. This series includes a description of the vehicle, the identification number, and the manufacturer's invoice number.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vehicle ownership records, GRS-16558.

**AUTHORIZED:** 11-18-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office until life of the car and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These records have administrative value only.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Division of Fleet Operations

**SERIES:** 30510

3

**TITLE:** Operator data

**DATES:** 1998-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

The Division of Fleet Operations maintains data of each person who drives a state vehicle, consisting of full name, driver's license numbers and employee ID numbers. These numbers are associated with the employee's full name and work contact information. The purpose of collecting driver's license numbers is to ensure drivers of state fleet vehicles maintain valid driver's licenses. Employee ID numbers are used to track fuel purchases. This information is maintained by Fleet but is entered and may be accessed by the agency which employs the driver. The agency is charged with ensuring proper collection of data. This information may be accessed by the Division of Risk Management when that division is investigating a claim.

**RETENTION:**

Retain for 1 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the Records Management Committee.

**APPROVED:** 04/2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 1 year after separation and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Division of Fleet Operations

**SERIES:** 30510

**TITLE:** Operator data

(continued)

**PRIMARY DESIGNATION:**

Private

Utah Code 63G-2-302(2)(a) (2022)

**AGENCY:** Division of Fleet Operations

**SERIES:** 23308

3

**TITLE:** Publications

**DATES:** 1994-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Publications which document agency history and functions have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Division of Fleet Operations

**SERIES:** 29959

3

**TITLE:** Telematics data

**DATES:** 2017-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

Telematics data is generated by specially-equipped State vehicles and gathered by the agency in order to efficiently and safely provide and monitor the use of a fleet of vehicles for the State. Information [or data] includes vehicle status and usage, driving conditions, repair needs, driver actions, GPS location, load weight, and similar information.

Data related to an incident are shared with another agency and kept by that agency for legal purposes (see retention schedule #59928).

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the Records Management Committee.

**APPROVED:** 05/2020

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years and then delete provided incident-related data has been shared with Risk Management.

**APPRAISAL:**

These records have administrative value(s).  
This data is created and stored via a third-party application; such data is still considered "in office," as the agency retains legal custody of the data.

**AGENCY:** Division of Fleet Operations

**SERIES:** 29959

**TITLE:** Telematics data

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(1)(h) and (2)(d) (2019)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2020.

**AGENCY:** Division of Fleet Operations

**SERIES:** 11379

3

**TITLE:** Vehicle log files

**DATES:** 1985-

**ARRANGEMENT:** Numerical by vehicle number.

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records are used to manage Fleet vehicles and comprise all the records within the MIS system. Records include financial records such as work orders, fuel, and parts, as well as other vehicle management data.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 7 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

Vehicles cannot be deleted out of the system without also deleting all records associated with that vehicle, including financial. Therefore, the financial GRS was chosen since it is the longer of the two applicable general schedules (vehicle maintenance records vs accounts payable).

**RETENTION JUSTIFICATION:**

Vehicles cannot be deleted out of the system without also deleting all records associated with that vehicle, including financial. Therefore, the financial GRS was chosen since it is the longer of the two applicable general schedules (vehicle maintenance records vs accounts payable). -RMW



**AGENCY:** Division of Fleet Operations

**SERIES:** 11379

**TITLE:** Vehicle log files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Division of Fleet Operations

**SERIES:** 80059

3

**TITLE:** Vehicle registration certificates

**DATES:** 1961-

**ARRANGEMENT:** Numerical by license number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Copies of legal registrations required by law to be maintained with each vehicle.

**RETENTION:**

Retain until disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vehicle ownership records, GRS-16558.

**AUTHORIZED:** 11-18-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office until until vehicle is sold or re-registered and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s).  
This document only has value to the agency while the state owns the car. After this,the document no longer has any use.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Division of Fleet Operations

**SERIES:** 80035

3

**TITLE:** Vehicle repair work orders

**DATES:** 1985-

**ARRANGEMENT:** Numerical by license number

**DESCRIPTION:**

Requests to perform maintenance on a vehicle and the actual work performed.

**RETENTION:**

Retain until disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vehicle ownership records, GRS-16558.

**AUTHORIZED:** 11-18-2019

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until vehicle is decommissioned and then delete.

**APPRAISAL:**

These records have administrative value(s).  
Since this record updates a comprehensive record of the vehicle's maintenance history

**PRIMARY DESIGNATION:**

Public