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: 80034 1
TITLE: Accident transmittal letters
DATES: 1982-2014.
ARRANGEMENT: Numerical by license number
DESCRIPTION:

Internal or external correspondence regarding general program information duplicated elsewhere, which does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures, or achievements. Includes electronic mail that communicates the above.

RETENTION:

Retain for 3 year(s) after resolution of issue

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 for 2 years after payment for deductible and repairs and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Division of Fleet Operations

SERIES: 2641 3
TITLE: Administrative records
DATES: 1964-1968.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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 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 being 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 it 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/manufacturer 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: 1046 3
TITLE: Contracts
DATES: 1958-1974.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Files which document transactions of $10,000 or less and construction contracts under $2,000. They include contract, requisition, purchase order and lease records, correspondence, related records pertaining to award, administration, receipt, inspection, and payments.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Division of Fleet Operations

SERIES: 80042 1
TITLE: Daily expense report
DATES: 1984-2014.
ARRANGEMENT: Chronological.
DESCRIPTION:

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

This record has audit value and should be kept the standard audit retention period.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

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: 23655 3
TITLE: Financial information network reports
DATES: 1995-2014.
ARRANGEMENT: Chronological by month.
DESCRIPTION:

Reports of accounting information contained in the state accounting system, including budget, grant, payroll, revenue expense, accounting reports, and bank reconciliations.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 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: 26977 1
TITLE: Fleet GPS Monitoring Data
DATES: 2008-2014.
ARRANGEMENT: Numerical by vehicle identification number.
DESCRIPTION:

Operating records including those relating to gas and oil consumption, dispatching, and scheduling.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Division of Fleet Operations

SERIES: 80041 1
TITLE: Gas logs
DATES: 1982-2014.
ARRANGEMENT: Chronological.
DESCRIPTION:

Hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

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

These records are used for audits and need to be kept the standard audit retention period.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Division of Fleet Operations

SERIES: 80039 3
TITLE: Insurance adjusters' estimates
DATES: 1985-2014.
ARRANGEMENT: Numerical by license number.
DESCRIPTION:

Adjuster's reports on vehicle repair estimates following an accident.

RETENTION:

Retain for 3 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vehicle maintenance records, GRS-1873.

AUTHORIZED: 08-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after payment for deductible and repairs and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

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

These records have administrative and audit values.

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. Driver's information may be provided to the Finance Division if a vehicle is used for commuting or personal purposes. All driver information is reported to Risk Management to ensure adequate insurance coverage.

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.

AGENCY: Division of Fleet Operations

SERIES: 30510
TITLE: Operator data

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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

AGENCY: Division of Fleet Operations

SERIES: 17585 3
TITLE: Preliminary payroll files
DATES: 1977-2014.
ARRANGEMENT: Chronological.
DESCRIPTION:

Computer-produced, two part documents sent by Finance to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Preliminary payroll files, GRS-1889.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 3 months and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

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: 80036 1
TITLE: Service station sales tickets
DATES: 1983-2014.
ARRANGEMENT: Chronological.
DESCRIPTION:

Hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after current year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have fiscal value(s).

These records are used in audits and, therefore, need to be kept for the period indicated.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Division of Fleet Operations

SERIES: 80037 3
TITLE: Statements
DATES: 1984-2014.
ARRANGEMENT: Numerical by license number.
DESCRIPTION:

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after current year and then destroy.

APPRAISAL:

These records have fiscal value(s).

These records have audit value and need to be kept for the standard audit retention period.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

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: 80032 3
TITLE: Traffic accidents reports
DATES: 1982-2014.
ARRANGEMENT: Numerical by license number.
DESCRIPTION:

These records are used to file an insurance claim and to ensure that the state has collected on the claim. After payment, the record is used for reference. The agency gets a copy and public safety will have a record of the accident. Risk Management will also get a copy of this record. If any litigation results Risk Management will handle it.
The information includes date of accident, location, people involved, description of the accident, and signature of the driver.

RETENTION:

Retain for 3 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after payment of deductible and repairs and then destroy.

APPRAISAL:

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

This record has administrative value and audit values.

AGENCY: Division of Fleet Operations

SERIES: 80032
TITLE: Traffic accidents reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Division of Fleet Operations

SERIES: 80044 1
TITLE: Vehicle accident insurance adjustment checks
DATES: 1981-2014.
ARRANGEMENT: Numerical by license number.
DESCRIPTION:

Files used for workload and personnel management purposes. Includes correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after current year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

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