

## Retention and Classification Report

**Agency:** Department of Public Safety. Driver License Division. Records Bureau (296)

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

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**AGENCY:** Department of Public Safety. Driver License Division. Records Bureau

**SERIES:** 10833

3

**TITLE:** Certification by third-party tester for commercial drivers license

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by company name, thereunder numerical by control number

**ANNUAL ACCUMULATION:** 2.50 cubic feet.

**DESCRIPTION:**

These records document test scores submitted by third party testers for persons applying for a commercial drivers license. Included are competency certificates and a copy of the school certification application for the company conducting the testing. Information on the competency certificate includes the name, Social Security number, address, date of birth, drivers license number, and dated signature of the driver; a description of the vehicle used for the test; name of the third party testing firm with certification number; name of the examiner with certification number; date, pretrip score, basic controls form number and score, and road test score for three trips; signed and dated certification of the examiner that the person passed the test. The school certification application includes the name, address, and business structure for the school; names, positions, addresses, and phone numbers of the officers of the business; names and addresses of all instructors employed by the school; a list of branch locations, including address, phone number, office name, and classroom name; vehicle fleet information, including year, make, serial number, license number, and indication of whether leased or owned for each school-operated vehicle; a questionnaire about the school, its officers, facilities, and location; a certification by the owner of the school, including a list of conditions to operate the school; the owner's dated signature and address; and notarization seal.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**AGENCY:** Department of Public Safety. Driver License Division. Records Bureau

**SERIES:** 10833

**TITLE:** Certification by third-party tester for commercial drivers license

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Phone number, Social Security number, residential address, and birth date

**AGENCY:** Department of Public Safety. Driver License Division. Records Bureau

**SERIES:** 16931

3

**TITLE:** Computerized driver license record (DLR)

**DATES:** 1978-

**ARRANGEMENT:** Alphabetical by name, thereunder numerical by driver's license number

**DESCRIPTION:**

This automated record contains a driving history of Utah drivers to support administrative and legal actions. Information includes name, address, date of birth, sex, social security number, eye and hair color, weight, and height of person; driver's military status; status and class of license; issue and expiration dates; endorsements and restrictions; and driving history information. Driver history information includes a chronology of traffic arrests of the individual, citations issued, departmental actions, address changes, licenses issued, SR-22/SR26 insurance information, and license surrenders.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years or until updated and then delete.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2008)

**AGENCY:** Department of Public Safety. Driver License Division. Records Bureau

**SERIES:** 8288

3

**TITLE:** Conviction and citation records

**DATES:** 1981-

**ARRANGEMENT:** Numerical by driver license numbers

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records are maintained to have a documentary record of traffic violations by Utah licensed drivers. Included are traffic citations, court dockets, and court abstracts, which are filed together.

Citations contain case and citation numbers; name, signature, address, phone number, place and date of birth, social security number, height and weight, race sex, hair and eye color of defendant; drivers license and vehicle license numbers and states; vehicle description, including color, year, make, type, and model; charges against defendant, including state, county, or city code citation; location, date, and time of alleged offense; speed and speed limit; signature and badge number of officer; address where defendant is to appear; date of conviction; sentence, including fines and jail time, and suspension of sentences; plea/finding; severity of offense; and signature of court clerk.

Court dockets provide a detailed chronology of court action of specific traffic violation cases. The record generally contains name and address of the defendant, citation and case numbers, name of court exercising jurisdiction, date of alleged violation, fees and fines assessed, bail set or posted, and details of court actions, including issuance of arrest warrants and failure to appear/comply notices.

The abstract conviction form provides for the following information, some of which may not always be present: name, address, and date of birth of defendant; drivers license number; name, address, phone number, and county of court exercising jurisdiction; citation and case numbers; violation, plea, arraignment, trial, and judgment dates; miles over the limit; sentence, including fines, jail time, probation, community service, victim restitution, and suspensions of sentence.

**RETENTION:**

Retain for 10 year(s)

**AGENCY:** Department of Public Safety. Driver License Division. Records Bureau

**SERIES:** 8288

**TITLE:** Conviction and citation records

(continued)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Traffic citations, GRS-365.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until microfilmed or scanned and then destroy.

Microfilm master: For records prior to and including 2002. Retain in State Records Center for 10 years and then destroy.

Microfilm duplicate: For records prior to and including 2002. Retain in Office for 10 years and then destroy.

Optical disks: For records beginning in 2002 and continuing to the present. Retain in Office for 10 years and then destroy.

**APPRAISAL:**

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

This disposition is based on the administrative needs expressed by the agency. This information is collected and maintained as required by UCA 41-2-118(2) (1992), but the law does not provide a specific retention.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2008)

**AGENCY:** Department of Public Safety. Driver License Division. Records Bureau

**SERIES:** 81850

3

**TITLE:** Court judgment records

**DATES:** 1977-

**ARRANGEMENT:** Alphabetical by driver surname

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These records provide a documentary account of court actions concerning Utah drivers who fail to abide by judgments rendered against them in litigation following an accident. Information includes copies of accident reports, including names, addresses, license numbers, age, sex, years of driving experience of the driver, whether or not insurance coverage was evident to the officer, description of involved cars (including make, model, color, and year), officer's account of what happened, arrests made, disposition of vehicles, damage estimates, injuries, and date, time, and location of accident; transcripts of civil proceedings, including judgments (showing names of plaintiff and defendant), judgment amount and terms, court exercising jurisdiction, and the presiding judge's signature; a notice that the driver's driving privilege has been suspended in the state in which the accident occurred for failure to adhere to the terms of the judgment (which includes driver name and date of birth, date and location of accident, court in which judgment was rendered, effective date of suspension, and terms of suspension); judgments rendered outside of Utah include a copy of the cover letter from the licensing authority in the other state indicating that a suspension has been ordered within that state for a Utah licensed driver. When a judgment is satisfied, the file will then also contain a copy of the letter sent by the Drivers License Division to inform the person that he is now eligible to reinstate his drivers license under certain conditions, such as the payment of a reinstatement fee and the provision of proof of insurance.

**RETENTION:**

Retain for 8 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AGENCY:** Department of Public Safety. Driver License Division. Records Bureau

**SERIES:** 81850

**TITLE:** Court judgment records

(continued)

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office until judgment is satisfied and then transfer to State Records Center provided nullified judgments are weeded. Retain in State Records Center for 8 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
Utah Code 41-12a requires this division to collect this documentation and therefore the agency has established this retention due to administrative need.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Driver License Division. Records Bureau

**SERIES:** 6843

3

**TITLE:** Drivers license and identification card applications

**DATES:** i 1950-

**ARRANGEMENT:** Numerical by batch number.

**ANNUAL ACCUMULATION:** 332.00 cubic feet.

**DESCRIPTION:**

These records document the applications and issuances of a Utah drivers license or identification card. The records are comprised of Drivers License Division applications and a camera card copy of the drivers license or identification card without the photograph. The written application includes the name, resident address, mailing address, weight, eye and hair color, and date of birth of applicant; questions about the person's drivers license history and medical history; department notations concerning type of license issued, restrictions, tests required, identification shown, and fees paid; sworn affidavit that the person signing the application is the person described in the application; applications for minors under 18 also contain an assumption of liability agreement signed by a legal guardian; test results; and list of restriction and endorsement codes. The drivers license card includes the name, address, weight, birth date, height, sex, eye and hair color, Social Security number, and signature of the licensee; dates of issue and expiration; whether or not the licensee is an organ donor; license number and class; and fees paid. When the applicant is applying for his first Utah drivers license, a copy of the license from another state or the Utah Driver Training Certificate is also included in this file. Beginning in 1991, the record series also includes applications for identification cards. The same application is used for these cards and drivers licenses. The identification camera card shows the place of birth in place of restrictions and endorsements.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1998

**AGENCY:** Department of Public Safety. Driver License Division. Records Bureau

**SERIES:** 6843

**TITLE:** Drivers license and identification card applications

(continued)

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1968 through 1986. Retain in Office for 6 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Paper: For records beginning in 1987 and continuing to the present. Retain in Office until microfilmed or scanned and then destroy.

Microfilm master: For records prior to and including 2002. Retain in State Records Center for 10 years and then destroy.

Microfilm duplicate: For records prior to and including 2002. Retain in Office for 10 years and then destroy.

Optical disks: For records beginning in 2002 and continuing to the present. Retain in Office for 10 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This disposition is based on the administrative needs expressed by the agency. Previous decision: microfilm and retain permanently. The agency only needs this information for two (5-year) drivers license renewal periods.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. Medical information, Social Security number

**AGENCY:** Department of Public Safety. Driver License Division. Records Bureau

**SERIES:** 81994

3

**TITLE:** Drivers license correspondence files

**DATES:** 1970-

**ARRANGEMENT:** Chronological, thereunder alphabetical by surname

**ANNUAL ACCUMULATION:** 200.00 cubic feet.

**DESCRIPTION:**

These correspondence records document various actions taken by Drivers License regarding citizens whose driving privileges are in question. Some of the information might be in regards to an individual contesting an administrative action, and some could determine medical qualifications that needed to be addressed before receiving a driver's license. The records also may include letters of suspension issued to individuals restricting their use of any automobile due to unpaid tickets or lack of insurance; notification of suspension, revocation, denial, or disqualification of an individual's driving privileges in regards to a violation or infraction; citations given to drivers operating vehicles under the influence of alcohol and/or drugs which would also include the officer's report; and any records showing that individuals have insurance.

The preceding could include types of chemical tests administered and the results; evidence obtained during search; types of medication; agency issuing citation; peace officer's signature; probable cause statement; statements of arrested person(s); Utah Code citation; name of individual; effective date of action; conditions of suspensions; legal ramifications of suspension; mental, physical and emotional health; driver's license number; signature; profile categories (various diseases); health profile definitions; profile results; hearing issues and actions; insurance company name and inclusive date; type of vehicle; and person's address.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1993

**AGENCY:** Department of Public Safety. Driver License Division. Records Bureau

**SERIES:** 81994

**TITLE:** Drivers license correspondence files

(continued)

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned image is stored on optical disk and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Microfilm master: Retain in State Records Center for 10 years and then destroy.

Microfilm duplicate: Retain in Office for 10 years and then destroy.

Optical disks: For records beginning in 1987 and continuing to the present. Retain in Office for 10 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based upon the administrative need expressed by the agency. Previous decision: Retain for 8 years and then destroy. The change is due to the fact that drivers licenses are now valid for 5 years instead of 4 and the agency needs this information for the initial time span of the license plus one renewal period, for a total of 10 years.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2008)

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Public Safety. Driver License Division. Records Bureau

**SERIES:** 81217

3

**TITLE:** Failure to appear/comply file

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by court

**ANNUAL ACCUMULATION:** 8.00 cubic feet.

**DESCRIPTION:**

This is a notification of failure to comply with the terms of a citation or order of the court. It could include name, address, drivers license number, violation, date of violation, location, issuing agency, name of court and name of judge, citation number, court docket number, and signature of judge or court clerk, as per the non-resident violator compact.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned into an optical disk system and then destroy.

Optical disks: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the agency. Previous decision: retain 3 years and then transfer to Drivers License Correspondence series provided judgment has been satisfied. Correspondence is retained 10 years. The agency determined that a change in retention from 13 years to 10 would suffice.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2008).

**AGENCY:** Department of Public Safety. Driver License Division. Records Bureau

**SERIES:** 81215

3

**TITLE:** Incident report files

**DATES:** 1981-

**ARRANGEMENT:** Numerical by file number

**ANNUAL ACCUMULATION:** 120.00 cubic feet.

**DESCRIPTION:**

These are the initial written or recorded reports that are made by police officers describing actions initially taken in response to a complaint or the discovery of an apparent violation of law. The reports may contain "the dates, time, location, and nature of the complaint, the incident, or offense; names of victims; the nature or general scope of the agency's initial actions taken in response to the incident; the general nature of any injuries or estimate of damages sustained in the incident; the name, address, and other identifying information about any person arrested or charged in connection with the incident; or the identity of the public safety personnel (except undercover personnel) or prosecuting attorney involved in responding to the initial incident" (UCA 63G-2-103(14) (2012)). These reports do not include follow-up or investigative reports prepared after this initial report. Please also see Schedule 21, Item #3 "Arrest Reports."

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Initial contact incident reports, GRS-1107.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until microfilmed and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided investigation closed.

Microfilm master: Retain in State Records Center for 5 years and then destroy provided all litigation complete.

**AGENCY:** Department of Public Safety. Driver License Division. Records Bureau

**SERIES:** 81215

**TITLE:** Incident report files

(continued)

Microfilm duplicate: Retain in Office for 5 years and then  
destroy provided all litigation complete.

**APPRAISAL:**

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

Previous decision: RDR 78-35 indicates that the records should be  
retained for eight years.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2008).

**SECONDARY DESIGNATION(S):**

Private.	Any medical information about the drivers that was received from the drivers, and garage estimates of damage
Controlled.	Any medical evaluations sought from doctors, provided UCA 63G-2-304 (1991) is applicable
Protected.	UCA 41-6-40 (2008). Law enforcement accident reports.

**AGENCY:** Department of Public Safety. Driver License Division. Records Bureau

**SERIES:** 81256

3

**TITLE:** Instruction permit applications for public schools

**DATES:** i 1982-

**ARRANGEMENT:** Alphabetical by school name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

High schools throughout the state submit names of students that have applied for a drivers education course. This information file acts as proof of participation in drivers education. The original application is kept by the Board of Education and then sent on to Drivers License. Also included in this file is a list of certificates awarded to individuals completing drivers training and a copy of those certificates. This file includes name of applicant and/or graduate, birth date, school name, signature of superintendent, school principal, approval by the Board of Education and Drivers License, date, course completion date, school district, signature of director of Drivers License and signature of instructor.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Driver License Division. Records Bureau

**SERIES:** 16975

3

**TITLE:** Insurance cancellation notices

**DATES:** 1985-

**ARRANGEMENT:** Database, thereunder numerical by driver's license number.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These records provide notice to the Driver's License Division from insurance companies that an individual's auto liability insurance policy has been terminated. Records may include name, address, license number, birth date, case number, social security number, insurance company name, policy number, effective date of policy, termination date of policy and dated signature of an insurance company representative.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office until imaged and then destroy.

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

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This information is required by Utah Code 41-12a-411.

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302 (2008).

**AGENCY:** Department of Public Safety. Driver License Division. Records Bureau

**SERIES:** 84608

3

**TITLE:** Proof of financial responsibility files

**DATES:** 1986-

**ARRANGEMENT:** Alphabetical by driver's name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This file shows that individuals have automobile insurance and are not to be suspended for lack of insurance. These persons are a liability to the state due to past performances and the information is required to be supplied by the insurance company. This information is not collected on all drivers. This includes the name, insurance company and inclusive dates, type of vehicle and person's address.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office until entered on the computer data base and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This information is required by statute UCA 41-12a-402.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2008).

**AGENCY:** Department of Public Safety. Driver License Division. Records Bureau

**SERIES:** 81854

3

**TITLE:** Renewal applications

**DATES:** 1980-

**ARRANGEMENT:** Numerical by batch number

**ANNUAL ACCUMULATION:** 8.00 cubic feet.

**DESCRIPTION:**

This is a renewal application or extension of an existing drivers license. Each renewal period is five years. Some records are received through the Renewal by Mail program. They consist of three documents: a renewal card, an instruction card, and a medical questionnaire. The renewal card includes the name, address, and license number of the driver; a certification that all information is correct on the card and other included documents; dated signature of applicant; and amount of fee required to be paid for the renewal. The instruction card contains instructions on completing the other forms. It also has a section required to be filled out for drivers over the age of 65. This section is provided for the applicant to obtain an eye examination from a personal doctor rather than at the drivers license station. The form shows the name, date of birth, class of license, and drivers license number of the applicant; applicant's signature; examiner's signature; date of examination; examiner's comments; visual acuity; medical profile level; and contact person. The medical questionnaire shows the name, date of birth, and license number of the applicant, and information about various health problems which may interfere with driving.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until microfilmed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Microfilm master: Retain in Office for 10 years and then destroy.

**AGENCY:** Department of Public Safety. Driver License Division. Records Bureau

**SERIES:** 81854

**TITLE:** Renewal applications

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. The records are needed for two (five-year) renewal periods.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304