

## Retention and Classification Report

**Agency:** Department of Public Safety. Driver License Division (298)

4315 S 2700 W  
Ste 2600  
Taylorsville, UT 84129  
801-965-4783

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

18120	*Assessment lists/tax commission applications
30631	Driver license fee receipts
84587	*Drivers license backup fiche
04013	*Drivers license conversion fiche
83733	*Drivers license purge fiche alphabetical
83732	*Drivers license purge fiche numerical
01863	Examiner training manuals
19245	*License number directory
02259	*License suspension hearings minute book
27306	Medical and visual statement files
02273	*Motor vehicle laws
84308	*Printout newsletters
12310	*Records
02270	*Revoked license reports
84309	*Uniform study report

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

**SERIES:** 18120

3

**TITLE:** Assessment lists/tax commission applications

**DATES:** 1933-1936.

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

**DESCRIPTION:**

This series contains assessments paid by individuals applying for a driver's license. Information includes names, dates of application, home addresses, amounts paid, return numbers, and remarks.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm master: For records beginning in 1933 through 1936.  
Retain in State Archives permanently.

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s).  
These records may have had administrative and fiscal value at one time. Currently, they have historical value as they document the names of individuals applying for driver's licenses, the assessment process, and the amounts paid by individuals applying for a driver's licenses in the 1930s.

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

**SERIES:** 30631

3

**TITLE:** Driver license fee receipts

**DATES:** 2023-

**ARRANGEMENT:** Database, thereunder numerical by driver license number or transaction number.

**DESCRIPTION:**

These records are maintained as a receipt for the payment of driver license fees. Information may include transaction number, transaction type, driver license number, receipt number, check number, date, fee description and amount, and payment method.

**RETENTION:**

Retain for 18 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 18 years and then delete.

**APPRAISAL:**

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

These records have legal value based on the usefulness to document and protect the rights and interests of an individual or organization, to demonstrate compliance with laws and regulations, or to meet other legal needs; specifically, Utah Code 53-3-214 (2023).

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

**SERIES:** 30631

**TITLE:** Driver license fee receipts

(continued)

**PRIMARY DESIGNATION:**

Private      Utah Code 63G-2-302(1)(n) (2023)

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

**SERIES:** 84587

3

**TITLE:** Drivers license backup fiche

**DATES:** 1987-2015.

**ARRANGEMENT:** Alphabetical by surname of licensee

**DESCRIPTION:**

These records are produced monthly by the Drivers License Division for use as a backup if the agency's computer system fails. Additionally, they are used by the agency for mobile centers which are not able to be on-line with the agency computer. Information includes name, date of birth, license number and class, restrictions codes, validity of license, expiration date, and batch number. This is not the record required to be public by UCA 41-2-119(1).

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Tape Library until updated and then transfer to State Records Center. Retain in State Records Center for 1 month and then destroy.

Computer output microfiche duplicate: Retain in Office until updated and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This COM file is utilized by personnel in Drivers License only.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2016.

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

**SERIES:** 4013

3

**TITLE:** Drivers license conversion fiche

**DATES:** 1990.

**ARRANGEMENT:** None

**DESCRIPTION:**

This computer output microfiche was created to provide a record of persons with drivers licenses as of January 29, 1990 when the agency converted to a new computer system. This was deemed necessary in order to provide a backup of the data in the old system, should the new system fail. Information includes name, address, date of birth, sex, eye color, weight, and height of person; status and type of license; issue and expiration dates; endorsements and restrictions; medical information relevant to driving ability; and license renewal history.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/1998

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 49 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 50 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. This information is needed for the lifetime of the licensees.

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

**SERIES:** 4013

**TITLE:** Drivers license conversion fiche

(continued)

**PRIMARY DESIGNATION:**

Private

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

**SERIES:** 83733

3

**TITLE:** Drivers license purge fiche alphabetical

**DATES:** 1987-2015.

**ARRANGEMENT:** Alphabetical by driver surname

**DESCRIPTION:**

These records list persons purged from the Utah Drivers License master lists. The records are maintained to document driver histories in case future applications for a license are made. Information includes name, date of birth, sex, eye color, address, height, weight, restrictions, medical information, license issue and expiration dates, license type, Social Security number, and elements of driving history, such as traffic violations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Tape Library until updated and then destroy.

Computer output microfiche duplicate: Retain in Office until updated and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. For those records which fit the statutory definition UCA 63G-2-304 (1991)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2016.



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

**SERIES:** 83732

3

**TITLE:** Drivers license purge fiche numerical

**DATES:** 1973-1987.

**ARRANGEMENT:** Numerical by license number

**DESCRIPTION:**

These records document persons purged from the Utah Drivers License Lists, and are maintained in order to keep an account of driver records for persons who do not hold current Utah drivers licenses, in the event that they may again apply for a Utah license. Information includes drivers license number, Social Security number type of license, expiration year, name and date of birth of driver, and a batch number. The exace contents varied over time. Additional information which may be present includes coded medical information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Tape Library for 1 year or until the file is updated and then destroy.

Computer output microfiche duplicate: Retain in Office until the file is updated and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This file is updated yearly and includes all information collected on any licensed driver. The updates then put into that driver's file anything which has happened during the past year. This file will continue to grow in size each year.

**PRIMARY DESIGNATION:**

Private

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

**SERIES:** 83732

**TITLE:** Drivers license purge fiche numerical

(continued)

**SECONDARY DESIGNATION(S):**

Controlled.

Those records which fit the statutory definition (UCA 63G-2-304)

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

**SERIES:** 1863

1

**TITLE:** Examiner training manuals

**DATES:** 1969-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These training manuals are used by individuals studying to be a drivers license examiner.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 19245

3

**TITLE:** License number directory

**DATES:** 1961-1973.

**ARRANGEMENT:** Numerically by license number.

**DESCRIPTION:**

This series contains driver license information and includes names; home addresses; license numbers; and car make, year and model numbers.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in State Archives permanently.

**APPRAISAL:**

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

These records have historical value as they document ---

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

**SERIES:** 2259

3

**TITLE:** License suspension hearings minute book

**DATES:** 1954-2022.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Transcripts of hearings conducted as part of the regulatory process and hearings on proposed rules and changes; they may be maintained with related information including meeting notices, proofs of publications, meeting minutes, and the conclusions reached. May include audio and video recordings if minutes are not taken.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Controlled. Records which fit the statutory definition, UCA 63G-2-304 (2008)

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

**SERIES:** 27306

1

**TITLE:** Medical and visual statement files

**DATES:** 1978-

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

**DESCRIPTION:**

This series contains the Functional Ability Evaluation medical forms and the Certificates of Vision sent by health care professionals evaluating their patients' functional ability to drive. All driver license applicants must complete a health questionnaire as part of the licensing process. If significant health problems that have been known to affect driving safety are identified, applicants are required to take the medical and/or visual statement forms to their health care professionals. Based on the completed forms submitted by the driver's health care professional, the Driver License Division may issue a license with or without limitations or deny a license when acceptable medical or vision standards are not met. Information includes names, birth dates, addresses, contact numbers, health conditions, and health care providers' names and places of business.

**RETENTION:**

Retain for 16 year(s)

**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 imaged and quality checked and then destroy.

Computer data files: Retain in Office for 16 years and then delete.

**APPRAISAL:**

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

These records document the administration and management of the functional ability evaluation program. The records also have legal value as they are required by Utah Code 53-3-303 (2010).

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

**SERIES:** 27306

**TITLE:** Medical and visual statement files

(continued)

**PRIMARY DESIGNATION:**

Private

Utah Code 63G-2-302(1)(b,j) and (2)(d) (2022)

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

**SERIES:** 2273

3

**TITLE:** Motor vehicle laws

**DATES:** 1967-1969.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**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.



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

**SERIES:** 84308

3

**TITLE:** Printout newsletters

**DATES:** 1971-1975.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The Printout Newsletter is the Driver License Division's bulletin to provide information about division events and activities to its employees. It contains articles on personnel policy changes, award announcements and information on conferences and meetings.

**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.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these newsletters in documenting the history of the agency.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 12310

3

**TITLE:** Records

**DATES:** 1965, 1983.

**ARRANGEMENT:** none

**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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Two reports from the Motor Vehicle division provide historical documentation on the agency's programs, considerations and decisions.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 2270

3

**TITLE:** Revoked license reports

**DATES:** 1953-1960.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These records list how many people had their drivers license revoked for offenses that would warrant a suspension under current policy.

**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.

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

**SERIES:** 84309

3

**TITLE:** Uniform study report

**DATES:** i 1978.

**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 for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1978 and continuing to the present. Retain in State Archives permanently with authority to weed.