

## Retention and Classification Report

**Agency:** Department of Public Safety. Highway Safety Office (514)

3888 West 5400 South  
Salt Lake City, UT 84118  
801-957-8570

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

07178	*Accident reports
26293	Annual crash summaries
19246	Correspondence
24960	Federal grant project records
26511	Grants project files
24288	Law enforcement overtime reimbursement requests
19293	*Project files
12311	*Publications

**AGENCY:** Department of Public Safety. Highway Safety Office

**SERIES:** 7178

1

**TITLE:** Accident reports

**DATES:** 1995-2002.

**ARRANGEMENT:** Numerical by report number

**DESCRIPTION:**

These files document traffic accidents investigated by the Highway Safety Division. Information includes name of driver(s), description of vehicle(s), accident location, description of damage to the vehicle(s), cause of the accident, date and time of the accident, accident diagram, description and weather conditions.

**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 value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Highway Safety Office

**SERIES:** 26293

3

**TITLE:** Annual crash summaries

**DATES:** 1973-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

This series consists of annual crash summaries to identify trends and effects of traffic crashes in Utah. Reports since 1996 have been produced or researched by Utah CODES (Crash Outcome Data Evaluation System) at the Intermountain Injury Control Research Center, University of Utah School of Medicine. 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:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**AGENCY:** Department of Public Safety. Highway Safety Office

**SERIES:** 26293

**TITLE:** Annual crash summaries

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Highway Safety Office

**SERIES:** 19246

3

**TITLE:** Correspondence

**DATES:** 1974-

**ARRANGEMENT:**

**DESCRIPTION:**

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements. Includes electronic mail that communicates the above.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Highway Safety Office

**SERIES:** 24960

3

**TITLE:** Federal grant project records

**DATES:** 1966-

**ARRANGEMENT:** Numerical by project number.

**ANNUAL ACCUMULATION:** 2.50 cubic feet.

**DESCRIPTION:**

These records contain documents used by the Highway Safety Office program managers to track highway safety projects which are funded using federal grant money. This tracking is required in 49 CFR 18.42. Each file typically contains the original grant application form with approval signatures, an authorization letter to spend the grant funds, monthly reports and samples of project documents (pamphlets, photos, etc.) on project activity, monitoring and final project reports, fiscal summaries, and copies of expenditure reports and/or individual invoices.

**RETENTION:**

Retain for 3 year(s) after end of project or program

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

**AUTHORIZED:** 07-23-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after project is closed and then destroy.

**APPRAISAL:**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2017.

**AGENCY:** Department of Public Safety. Highway Safety Office

**SERIES:** 26511

3

**TITLE:** Grants project files

**DATES:** 2003-

**ARRANGEMENT:** Chronological, thereunder numerical by project number.

**DESCRIPTION:**

Contains documents pertaining to federal grants that are administered by agencies other than the National Highway Traffic Safety Administration and/or have effective dates different than the normal federal fiscal year. Project files contain the grant application with approval signature, correspondence, project activity and monitoring reports, fiscal summaries and expenditures. Predominately Office of Juvenile Justice grants.

**RETENTION:**

Retain for 3 year(s) after end of project or program

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

**AUTHORIZED:** 07-23-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**AGENCY:** Department of Public Safety. Highway Safety Office

**SERIES:** 26511

**TITLE:** Grants project files

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2017.



**AGENCY:** Department of Public Safety. Highway Safety Office

**SERIES:** 24288

3

**TITLE:** Law enforcement overtime reimbursement requests

**DATES:** ca. 2000-

**ARRANGEMENT:** Alphabetical by name of agency.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These records document requests received by the agency for reimbursements to various law enforcement agencies throughout the state for Driving under the influence (DUI) overtime hours worked by officers. The funding for this program comes from a self-funded state grant and these reimbursement requests are maintained to assist in documenting the expenditure of grant monies. Information on the overtime sheets include name of requesting agency, name of officer, dates and hours worked, total of overtime hours worked, officer's hourly wage and amount requested. Also includes statistical summaries by agency, including dates, hours worked, number of impounds and number of citations issued.

**RETENTION:**

Retain for 3 year(s) after end of project or program

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

**AUTHORIZED:** 07-23-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**AGENCY:** Department of Public Safety. Highway Safety Office

**SERIES:** 24288

**TITLE:** Law enforcement overtime reimbursement requests

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. Statistical information only

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2017.

**AGENCY:** Department of Public Safety. Highway Safety Office

**SERIES:** 19293

1

**TITLE:** Project files

**DATES:** 1968-1976.

**ARRANGEMENT:**

**DESCRIPTION:**

Contains a mixture of federal and state projects funded by grants. The documents include grant applications, cost estimates, vouchers showing expenses paid, monitoring reports as well as correspondence. These grants have effective dates that correspond with the normal federal and state fiscal year.

**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 after grant year has expired and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Microfilm master: For records beginning in 1968 through 1976. Retain in Archives for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Highway Safety Office

**SERIES:** 12311

3

**TITLE:** Publications

**DATES:** 1968-1980.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, highways, safety, and all other activities of the Highway Safety Division. This series consists primarily of isolated publications not part of a more specific series.

**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).

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**PRIMARY DESIGNATION:**

Public