

Retention and Classification Report

Agency: Utah State Tax Commission. Motor Vehicle Enforcement Division (683)

210 North 1950 West
Salt Lake City, UT 84134
801-977-9080

Records Officer: _____

31090	Audio and video recordings
16995	Correspondence file
31134	Covert or undercover license plate request records
17012	Data system backup files
17013	Data system computer printouts
16997	Impound yard files
31042	Individual licensee files
16996	Inter-departmental transfer
16999	Investigative case files
16992	Ledger sheets
16987	Loaded vehicle demonstration permit applications
17000	Motor vehicle business administration bulletin
31041	Vehicle business files

AGENCY: Utah State Tax Commission. Motor Vehicle Enforcement Division

SERIES: 31090

3

TITLE: Audio and video recordings

DATES: 2024-

ARRANGEMENT: Chronological

DESCRIPTION:

These are recordings created for enforcement of vehicles and licenses. "All recordings shall be retained for a period consistent with the requirements of the established records retention schedule and as required by any applicable federal, state and local law" (Utah Code 77-7a-107). The portable recorder downloaded recordings will be retained according to the division's retention schedule: Arrests: until adjudication or final disposition. Contacts & Detentions: 1 year. Critical Incidents (non-arrest): 2 years. Evidence: until adjudication or final disposition. Pursuits (non-arrest): 1 year. Traffic Stops: 1 year. Training: 1 year. Use of Force: 1 year. Miscellaneous: 1 year. Portable recorder and MAV footage of stops where no arrest or citations were made shall be kept for 90 days. Once the downloading has commenced the equipment shall not be interrupted or stopped until the process is completed."

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Officer and dispatch recordings, GRS-2027.

AUTHORIZED: 01-22-2024

FORMAT MANAGEMENT:

Computer data files: Retain in Office until resolution of issue.

APPRAISAL:

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

AGENCY: Utah State Tax Commission. Motor Vehicle Enforcement Division

SERIES: 31090

TITLE: Audio and video recordings

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305 (10)

SECONDARY DESIGNATION(S):

Public. Utah Code 63G-2-302

AGENCY: Utah State Tax Commission. Motor Vehicle Enforcement Division

SERIES: 16995

3

TITLE: Correspondence file

DATES: 1980-

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

Business-related correspondence that is routine or transitory in nature and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 90 days or until no longer needed and then destroy.

Paper: Retain in Office for 2 years or until no longer needed and then destroy.

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

APPRAISAL:

These records have administrative, and/or historical value(s). Records that document the activities of the division as a whole and show its policies, achievements, and activities are of long term value and should be retained. However, correspondence dealing with routine day to day matters should be weeded out when no longer needed.

AGENCY: Utah State Tax Commission. Motor Vehicle Enforcement Division

SERIES: 16995

TITLE: Correspondence file

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Motor Vehicle Enforcement Division

SERIES: 31134

3

TITLE: Covert or undercover license plate request records

DATES: 2024-

ARRANGEMENT: Chronological

DESCRIPTION:

These records contain requests from government agencies for license plates needed to aid in their investigative work. They also include agreements held with other states' motor vehicle offices for exchanging of license plates. These records keep track of all license plates and decal requests.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2025

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

Computer data files: Retain in Office for 6 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10) (2024)

AGENCY: Utah State Tax Commission. Motor Vehicle Enforcement Division

SERIES: 17012

3

TITLE: Data system backup files

DATES: 1986-

ARRANGEMENT: None

DESCRIPTION:

These are backup discs created by the division to protect information on the data system from loss or damage. They include information from all of the automated data systems in the division.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office for 5 years and then erase.

APPRAISAL:

These records have administrative value(s).

This division has just automated and they have no experience in this area to give a definitive retention. At this time, they feel that five years will meet their administrative needs.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Motor Vehicle Enforcement Division

SERIES: 17013

3

TITLE: Data system computer printouts

DATES: 1986-

ARRANGEMENT: None

DESCRIPTION:

These are printouts of information from the data system that is not generated on a regular basis but only upon request. They can be from any of the scheduled data files.

RETENTION:

Retain for 10 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 days or until no longer administratively valuable and then destroy.

APPRAISAL:

These records have administrative value(s).

When these reports are generated, they are made for a specific limited purpose. A retention schedule is being prepared to authorize destruction of these reports according to state law.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Motor Vehicle Enforcement Division

SERIES: 16997

3

TITLE: Impound yard files

DATES: 1983-

ARRANGEMENT: Alphabetical by impound yard name

DESCRIPTION:

These are the files of towing services and garages around the state that have been designated facilities for towing and storing vehicles seized and impounded by law enforcement agencies or vehicles that have been abandoned. These impound yards are established under Administrative Rule A-12-05-17. These files include Impound Agreement Application, Inspection Report, notification of approval, and related correspondence. Information includes the location of the facility, the name and address of the owning firm, the type of business (partnership, corporation, etc.), the name and address of the owner(s), whether a bond has been posted, the name and policy number of the insurance company, a physical description of the lot, and whether the owner(s) has had any past criminal involvement.

RETENTION:

Retain for 4 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after lot is closed or agreement terminates and then destroy.

APPRAISAL:

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

This information is used as long as the yard is an impound yard, according to the staff. Because of this and the small volume of the records, the case should be retained in the office as long as the facility is an impound yard. An additional four year retention is suggested in case criminal action should be

AGENCY: Utah State Tax Commission. Motor Vehicle Enforcement Division

SERIES: 16997

TITLE: Impound yard files

(continued)

initiated.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Motor Vehicle Enforcement Division

SERIES: 31042

3

TITLE: Individual licensee files

DATES: 2024-

ARRANGEMENT: Database

DESCRIPTION:

These files contain applications for individual licenses to businesses regulated by MVED. These records may contain criminal background information including warrants, fingerprint information, etc. They also contain any information in regards to appeals on a license. These are all individual license types regulated by MVED under Utah Code 41-3, i.e. salespeople, auctioneers, MVED business owners, salvage buyers and representatives.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2025

FORMAT MANAGEMENT:

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

APPRAISAL:

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

AGENCY: Utah State Tax Commission. Motor Vehicle Enforcement Division

SERIES: 31042

TITLE: Individual licensee files

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-302

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305 (10)

AGENCY: Utah State Tax Commission. Motor Vehicle Enforcement Division

SERIES: 16996

3

TITLE: Inter-departmental transfer

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a request to the Division of Finance to transfer funds from one agency's account to the requesting agency's account in payment of supplies or services rendered. The request includes two forms: one for transfer to Central Stores and one for other transfers. The request to Central Stores includes the date of the request, the low organizational and account numbers of the requester, the name, department, division, bureau, address and telephone number of the requester, and a list of items requested giving the item number, quantity, type of package (bottles, packages, etc.), a description of the items, a verification that the item was received, the name and signature of the individual filling the order and the date it was filled, the signature of the individual picking up the order and the date the order was received. In the other request, includes the date of the request, the department of finance number, the departmental number, the names of the individuals checking the computations and doing the pre-audit, the servicer and requester organizations, a description of the services provided, the servicer's and requester's low organizational, account, and activity numbers, and the amount being transferred, the total amount, and the signature of the requester department head or authorized agent.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

AGENCY: Utah State Tax Commission. Motor Vehicle Enforcement Division

SERIES: 16996

TITLE: Inter-departmental transfer

(continued)

APPRAISAL:

These records have administrative value(s).

Based on General Retention Schedule 6 Item 5.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Motor Vehicle Enforcement Division

SERIES: 16999

3

TITLE: Investigative case files

DATES: 1984-

ARRANGEMENT: Database, thereunder numerical by case number

DESCRIPTION:

These files document investigations conducted by the Division concerning motor vehicle businesses, unlicensed businesses, banks, etc or MVED licensed individuals or unlicensed individuals who are suspected of misconduct or a violation of Utah Code including but not limited to 41-1A or 41-3. Information includes investigation reports, citations, correspondence, fines, notices, suspensions, license revocations, and other actions taken by the Division.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

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

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

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

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

AGENCY: Utah State Tax Commission. Motor Vehicle Enforcement Division

SERIES: 16999

TITLE: Investigative case files

(continued)

APPRAISAL:

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

This record is kept in the office for three years to allow for resolution of the case. Afterwards, the file should be kept for another seven years because, according to UCA 41-3-8(3)(d), conviction for a violation of state law is grounds for denying a license. The office wishes to keep track of these cases for a total of ten years in case the individual reapplies for a license. Previous decision: RDR 75-61: 10 years/public.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(18)

AGENCY: Utah State Tax Commission. Motor Vehicle Enforcement Division

SERIES: 16992

3

TITLE: Ledger sheets

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of fees received by the office. It is used internally to document the flow of funds through the office. This record includes the date of the transaction, the amount of fees received, the number of permits issued, and the source of the fees.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
The only value of this record is fiscal. Once it has been audited, there is no further need for it.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Motor Vehicle Enforcement Division

SERIES: 16987

3

TITLE: Loaded vehicle demonstration permit applications

DATES: 1984-

ARRANGEMENT: Alphabetical by dealer name.

DESCRIPTION:

These are applications for special plates submitted by motor vehicle dealers under UCA 41-3-34 to enable the dealer to use a dealer plate to demonstrate a loaded motor vehicle to a prospective purchaser. This permit must be returned to the department within ten days of its expiration date. These files include the name of the dealer, a description of the motor vehicle, the date of the trip, the origination and destination of the trip, the name of the prospective purchaser, the type of demonstration, the name of the vehicle driver, and the signature of the dealer.

RETENTION:

Retain for 30 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 30 days and then destroy.

APPRAISAL:

These records have administrative value(s).

This record has a very limited life as it is good for one trip only. Experience with the files has shown that there is no reference to this record. Therefore prompt disposal is recommended.

AGENCY: Utah State Tax Commission. Motor Vehicle Enforcement Division

SERIES: 16987

TITLE: Loaded vehicle demonstration permit applications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Motor Vehicle Enforcement Division

SERIES: 17000

3

TITLE: Motor vehicle business administration bulletin

DATES: 1951-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a publication by the division sent to dealers to convey information concerning motor vehicle regulations, laws, and other matters that the division wishes to call attention to. This publication is issued quarterly.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until no longer administratively valuable and then transfer to State Archives with authority to weed.

Paper: Retain in Office until no longer administratively valuable and then destroy.

APPRAISAL:

These records have administrative, and/or historical value(s). This publication clarifies state rules and regulations and documents the activities of the division. As such, a copy should be preserved and sent to the Archives when the division no longer needs it.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Motor Vehicle Enforcement Division

SERIES: 31041

3

TITLE: Vehicle business files

DATES: 2024-

ARRANGEMENT: Database

DESCRIPTION:

These files contain business applications, bond information, insurance information, plate information, vehicle sales, temporary permit information, off-site events, additional locations, monthly reports of sales, renewal information for business licenses, administrative fines, etc. Also a history of any people licensed with the business including the owners and any other licensees linked to the business. These files also contain any information in regards to appeals on a license for issuance, denial, suspension or administrative fine. These are business files for any business regulated by MVED - i.e. dealerships, transporters, crushers, manufacturers, dismantlers, body shops, distributors, and salvage acquisition.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2025

FORMAT MANAGEMENT:

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

APPRAISAL:

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

AGENCY: Utah State Tax Commission. Motor Vehicle Enforcement Division

SERIES: 31041

TITLE: Vehicle business files

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-302

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305 (10)