

# Retention and Classification Report

**Agency:** Department of Public Safety (809)

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

29608	Annual Report
02266	Annual reports
02268	Correspondence
02275	Crash summary reports
80406	Grant awards
82975	Invoices
04548	Personnel selection records

**AGENCY:** Department of Public Safety

**SERIES:** 29608

3

**TITLE:** Annual Report

**DATES:** 2016-

**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(7)(2017) and 9-7-208(4)(2006).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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:**

**APPRAISAL:**

These records have historical value(s).

**AGENCY:** Department of Public Safety

**SERIES:** 2266

3

**TITLE:** Annual reports

**DATES:** 1950-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports of Department of Public Safety activities from the previous year with information pertaining to agency activities, agency staff, public safety, drivers licenses, emergency management, law enforcement, criminal identification, crime, fire, peace officers, and fiscal and financial operations.

**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).

This series provides an overview of the primary functions and activities of the Department of Public Safety.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety

**SERIES:** 2268

**TITLE:** Correspondence

**DATES:** 1951-1978; 1982-

**ARRANGEMENT:** Alphanumerical.

**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. Includes correspondence of Public Safety commissioners as well as department correspondence.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records document policy and programs through related correspondence.

**AGENCY:** Department of Public Safety

**SERIES:** 2268

**TITLE:** Correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety

**SERIES:** 2275

3

**TITLE:** Crash summary reports

**DATES:** 1955-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains reports created by the Department of Public Safety produced each year to identify and describe the trends and effects of traffic crashes in the state. The reports contain information pertaining to injuries, fatalities, crashes, alcohol, drugs, motorcycles, pedestrians, and bicycles.

**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.

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 administrative, and/or historical value(s). These records document statistics of traffic crash events and summarize yearly trends in vehicles, alcohol, drugs, fatalities, injuries, pedestrians, and bicycle crashes.

**AGENCY:** Department of Public Safety

**SERIES:** 2275

**TITLE:** Crash summary reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety

**SERIES:** 80406

1

**TITLE:** Grant awards

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain quarterly narrative reports and projects utilizing grant funds, stating the rates and amounts of grant funds being used. Included are letters of approval for grant funds to various law enforcement agencies, audit reports of grant funds, and accounting reports determining how efficient the grant funds are being utilized.

**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 proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after grant has expired and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Public Safety

**SERIES:** 82975

3

**TITLE:** Invoices

**DATES:** 1980-

**ARRANGEMENT:** Numerical by invoice number

**DESCRIPTION:**

This is a standard Public Safety invoice used specifically for the Division of Utah Highway Patrol. INCLUDES who was sold to, invoice number, quantity, description of materials being sold, P.O. number, invoice number, date, unit price, total amount to be purchased, total amount due, and authorized signature for purchase.

**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 copy: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

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

The invoice retained by the Utah Highway Patrol is a copy. The original is given to the customer.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety

**SERIES:** 4548

3

**TITLE:** Personnel selection records

**DATES:** 1977-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Correspondence, letters, telegrams, offering appointments to potential employees. These files contain offers that are declined. Those offers accepted will be maintained in the employee personnel file.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

**AUTHORIZED:** 08-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until hiring decision is made and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**PRIMARY DESIGNATION:**

Private