

# Retention and Classification Report

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

4501 South 2700 West  
Salt Lake City, UT 84119  
801-965-4463

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

02076	*Administrative records
29608	Annual Report
02266	Annual reports
30684	*Automobile fatalities records
02268	Correspondence
02275	Crash summary reports
02260	*General ledgers
80406	Grant awards
82975	Invoices
14189	*Laws, rules and regulations
02276	*Newspaper clippings
04548	Personnel selection records
02267	*Publications
24130	*Thistle landslide photographs
81804	*Traffic Violations
02865	*Utah safety council reports

**AGENCY:** Department of Public Safety

**SERIES:** 2076

3

**TITLE:** Administrative records

**DATES:** 1967-1978.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Included in these records are public communications coordinator's files, a 1960 master plan for control of surface storm water, and policy communications.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records contain records that document some of the activities of the Public Safety Department.

**AGENCY:** Department of Public Safety

**SERIES:** 29608

**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).

3

**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:** 30684

3

**TITLE:** Automobile fatalities records

**DATES:** 1934-2008.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This series contains records, books, newspaper clippings, and reports regarding traffic fatalities per year in Utah from 1934-2008.

**RETENTION:**

Retain permanently

**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.

**APPRAISAL:**

These records have historical value(s).

These records document historically important activities conducted by the Utah Board of Pardons and Parole.

**AGENCY:** Department of Public Safety

**SERIES:** 2268

3

**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:** 2260

**TITLE:** General ledgers

**DATES:** 1957-1968.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

General accounts ledger, showing debit and credit entries, and reflecting expenditures in summary.

3

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 7 years and then destroy.

**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:** 14189

3

**TITLE:** Laws, rules and regulations

**DATES:** 1941-1979.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These laws, rules and regulations of the Department of Public Safety are created to administer motor vehicles, drivers licenses, financial responsibility, traffic, and chauffeurs.

**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, historical, and/or legal value(s).

These records are copies of laws to regulate drivers' licenses, chauffeurs, traffic laws, and other elements of public safety.

Value is for research purposes.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety

**SERIES:** 2276

3

**TITLE:** Newspaper clippings

**DATES:** 1950-1955.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

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 contain scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

**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

**AGENCY:** Department of Public Safety

**SERIES:** 2267

3

**TITLE:** Publications

**DATES:** 1965-1993.

**ARRANGEMENT:** Chronological.

**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, safety, drivers licenses, law enforcement, and all other activities of the Department of Public Safety. 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 administrative, and/or historical value(s). These records document activity, programs, and information published by the agency.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Public Safety

**SERIES:** 24130

3

**TITLE:** Thistle landslide photographs

**DATES:** 1983.

**ARRANGEMENT:** Numerical by photograph number.

**DESCRIPTION:**

This series documents the Thistle landslide, the effects of the landslide, and some of the repair and construction efforts following the slide. Most are aerial photographs. There are also a few aerial photographs of the Salt Lake valley area included.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have historical value(s).

This series provides photographic documentation of the effects of a natural disaster.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety

**SERIES:** 81804

3

**TITLE:** Traffic Violations

**DATES:** 1979.

**ARRANGEMENT:** numerical

**DESCRIPTION:**

These records are citations issued by the police to drivers violating motor vehicle and traffic laws. It usually includes date, time, location of violation, vehicle's license number, violation code, officer's name, and signature of person receiving citation. Included are citation to Utah residents in Colorado.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have historical value(s).

This is a historical sample of traffic citations in Utah and of Utah citizens in bordering states.

**PRIMARY DESIGNATION:**

Protected 63G-2-305

**SECONDARY DESIGNATION(S):**

Private. 63G-2-302

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Department of Public Safety

**SERIES:** 2865

3

**TITLE:** Utah safety council reports

**DATES:** 1952-1982.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These records contain the official records of the Utah Safety Council. Included are annual reports, fund drive summaries, publications, correspondence, budget and financial information, and expense summaries for the years 1952-1961. Records also include the Governor's Official Traffic Safety Coordinating Committee notes and reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

Microfilm master: For records beginning in 1977 through 1981. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s). The records document fund raising efforts, expenses, annual reports, publications, and traffic safety committees in the state. Some of Governor Clyde's correspondence and his attendance at national safety events are documented.

**PRIMARY DESIGNATION:**

Public