

Retention and Classification Report

Agency: Department of Commerce. Division of Public Utilities. Regulated Carrier Section (829)

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Records Officer: _____

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AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7985

3

TITLE: Annual report of regulated carriers

DATES: 1985-1987.

ARRANGEMENT: Alphabetical by carrier name

DESCRIPTION:

These are annual financial reports submitted by all common and contract motor carriers in the state as required by UCA 54-6-8. They are used by the division to compile statistical information and to calculate rates.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have fiscal value(s).
As these records are used to calculate rates, they are subject to audit and should be kept for the audit period.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7949

3

TITLE: Application for cab card stamps

DATES: 1987-1987.

ARRANGEMENT: Chronological

DESCRIPTION:

This is an application filed by common carriers for a permit to operate in Utah. This form is used for data entry onto the Regulated Carrier Section Information System. Once the data has been input and verified, the paper is no longer needed. Information includes the company name and address, the date, the cab card stamp numbers, and the license number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
Once the information is input into the system and verified, the paper document is no longer needed.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7955

3

TITLE: Application for ICC authority registration

DATES: 1987-1987.

ARRANGEMENT: Chronological

DESCRIPTION:

This is an application filed by common carriers engaged in interstate commerce to operate in Utah under UCA 54-6-29. This form is used as a data entry document to the Regulated Carrier Section Information system. Information includes the company name and address, the date, the company telephone number, the carrier type, the name of the process agent, the names and addresses of partners or corporate president, and the home base of the carrier.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

The information on this form is entered into the data system.

Once this is done and the information verified, the paper copy of the form can be destroyed.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7953

3

TITLE: Application for ICC exempt registration

DATES: 1987-1987.

ARRANGEMENT: Chronological

DESCRIPTION:

These are applications received from common carriers to be exempted from the licensing provisions under UCA 54 Chapter 6. These forms are used as input documents for the Interstate Commerce Exempt Status Automated File of the Regulated Carrier Section Information System. Information includes the company name and address, the date, the company telephone number, the carrier type, and the names and addresses of partners.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Archives for 1 month and then destroy.

APPRAISAL:

These records have administrative value(s).

As the information is input into the data system, once the information has been verified, the paper can be destroyed.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7957

3

TITLE: Application for intrastate exempt registration

DATES: 1987-1987.

ARRANGEMENT: Chronological

DESCRIPTION:

This is an application for exemption for intra-state carriers from the licensing provisions under UCA 54 Chapter 6. It is used as a data entry document for the Regulated Carrier Section Information System. Information includes the company name, address, date, telephone number, and names of partners.

RETENTION:

Retain for 1 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

Once the information is entered into the system, the paper documents can be disposed of.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7531

3

TITLE: Cab card identification stamp file

DATES: 1985-1987.

ARRANGEMENT: None

DESCRIPTION:

This is an automated file that is part of the Regulated Carrier Section Information System. It is used to maintain information on certificates or permits issued to common carriers under the provisions of UCA Title 54 Chapter 6. Information in the file includes the carrier, the carrier address, the number of stamps purchased and issued, and the amount paid.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 2 years and then erase.

APPRAISAL:

These records have administrative value(s).

As the stamps are only good for one year, the only retention requirement is for verification of the previous year's compliance when the new stamps are issued.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7931

3

TITLE: Compliance automated file

DATES: 1985-1987.

ARRANGEMENT: None

DESCRIPTION:

This is an automated file that is part of the Regulated Carrier Section Information System. It is used to track carrier compliance with orders of the Public Service Commission. It includes the docket number, the date of application, the notice of filing, a description of the order or case, and the action of compliance.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 2 years and then erase.

APPRAISAL:

These records have administrative value(s).

This is used to monitor carrier compliance. This information can be deleted once the order has terminated.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7974

3

TITLE: Finance automated file

DATES: 1985-1987.

ARRANGEMENT: None

DESCRIPTION:

This is an automated data file that is part of the Regulated Carrier Section Information System. It is used to verify the financial soundness of licensed common carriers as required by UCA 54-6-32(b). Information in the file includes the carrier's name and number, the type of operations, the names and addresses of partners or corporate directors, the commodity code, a balance sheet, income statement, reserve for depreciation, motor vehicles in service, and gross revenue.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 2 years and then erase.

APPRAISAL:

These records have administrative value(s).

This information is updated annually. The office has use for two years' worth of information. Once the information is over two years old, it no longer has value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7975

3

TITLE: Financial statement

DATES: 1987-1987.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a financial statement submitted to the division by carriers to show financial fitness to operate as required by UCA 54-6-32(1)(b). It is used as a data entry form to the Finance Automated File of the Regulated Carrier Section Information System. Information includes the company name, address, date, assets and liabilities, inventory, revenue, and net worth.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
Once this information is entered into the data system and verified, the paper copy is no longer needed.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 84584

3

TITLE: Free cab card stamp file

DATES: 1985-1987.

ARRANGEMENT: none

DESCRIPTION:

These files document the motor carrier's authority to operate in the State of Utah by issuing cab card stamps to eligible carriers. These cab card stamps are issued free to non-regulated motor carriers. The file contains a list of all equipment that has been issued a free stamp. These documents include company name and address, date, cab card stamp numbers, license number, brief instructions and reference to law.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 year and then purge.

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 8345

3

TITLE: Insurance automated file

DATES: 1985-1987.

ARRANGEMENT: None

DESCRIPTION:

This is an automated data file that is part of the Regulated Carrier Section Information System that maintains a record of insurance coverage of common carriers. Insurance is required for licensing. Information includes the carrier name and address, the insurance company name and address, the date the license number, the policy number, and the type of insurance.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

APPRAISAL:

These records have administrative value(s).

Only the current information is used by the staff. Once a record is updated, the old information is no longer needed.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7542

3

TITLE: Interstate commerce carrier automated file

DATES: 1985-1987.

ARRANGEMENT: None

DESCRIPTION:

This is an automated data file that is part of the Regulated Carrier Section Information System that maintains registration information on carriers licensed for interstate operations under UCA 54-6-29. Information includes the company name and address, the telephone number, the carrier type, the name of the process agent, the names and addresses of the corporate officers or partners, and the home base of the carrier.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7543

3

TITLE: Interstate commerce carrier exempt status automated file

DATES: 1985-1987.

ARRANGEMENT: None

DESCRIPTION:

This is an automated data file that is part of the Regulated Carrier Section Information System that maintains information on interstate carriers that are exempt from licensing under UCA 54-6-43. These include such vehicles as U.S. Postal Service vehicles. Information in the file includes carrier name and address, telephone number, carrier type, name of any corporate officers or partners, and the carrier home base.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7833

3

TITLE: Intrastate carrier automated file

DATES: 1985-1987.

ARRANGEMENT: None

DESCRIPTION:

This is an automated data file that is part of the Regulated Carrier Section Information System. It contains a record of common motor carriers issued a certificate to operate within the state under UCA 54-6-17. Information includes the carrier name and business address, the authority description, the registration dates, and its current status.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

Computer data files: Retain in Office for 1 year after expiration and then erase.

APPRAISAL:

These records have administrative value(s).

This file contains current information only. According to the staff, a carrier's past history has no valid bearing on its current status. As long as the carrier is in active status, this file should be kept current. Once the carrier becomes inactive, the information should only be kept for one year. Once a carrier becomes inactive, they must reapply for a new certificate.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7836

3

TITLE: Intrastate exempt carrier automated file

DATES: 1985-1987.

ARRANGEMENT: None

DESCRIPTION:

This is an automated data file that is part of the Regulated Carrier Section Information System. It is used to document the carriers that are exempt from the certification requirements of UCA 54 Chapter 6. Exempt status is granted under UCA 54-6-43. Information in the file includes the carrier name and business address, the authority description, the registration dates, and the current status of the carrier.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

Computer data files: Retain in Office for 1 year after expiration and then erase.

APPRAISAL:

These records have administrative value(s).

This file contains current information only. According to the staff, a carrier's past history has no valid bearing on its current status. As long as the carrier is in active status, this file should be kept current. Once the carrier becomes inactive, the information should only be kept for one year. Once a carrier becomes inactive, it must reapply for a new certificate.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7855

3

TITLE: Investigation/audit automated file

DATES: 1985-1987.

ARRANGEMENT: None

DESCRIPTION:

This is an automated data file that is part of the Regulated Carrier Section Information System. This file tracks investigations and audits conducted by the division and the results of them. It includes the case number, function code, complainant's name, carrier's name, investigator's name, the dates received and assigned, job time, current status, the date closed and the reason for closing, and the final disposition.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 2 years after settlement and then erase.

APPRAISAL:

These records have administrative value(s).

The information is kept on file after the case is closed so that the staff can follow-up on reports and orders for the Public Service Commission. After the investigation, the results are sent to the Public Service Commission where they become part of their files.

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7861

3

TITLE: Investigative case files

DATES: 1985-1987.

ARRANGEMENT: None

DESCRIPTION:

These are the files of the investigations into complaints against public carriers as authorized by UCA 54 Chapter 4a. It includes the complaint, the investigator's notes, verification of insurance, show cause notices, reports and orders from the Public Service Commission, restraining orders, and affidavits.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after closing and then destroy.

APPRAISAL:

These records have administrative value(s).

The case file should be preserved for two years to allow the staff to verify compliance by the carrier with any orders issued by the Public Service Commission. The Public Service Commission maintains a record of these investigations and the results of the investigations.

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7935

3

TITLE: Investigator's work files

DATES: 1985-1987.

ARRANGEMENT: None

DESCRIPTION:

These are the work files of the division's investigators' developed during the investigation of complaints. These consist of copies of the complaints, investigators' notes and material developed in the course of the investigation. In some instances a duplicate copy is made by the investigators for personal convenience.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after closing and then destroy.

Paper: Retain in Office until closed and then destroy.

APPRAISAL:

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

The work papers would be necessary in case a carrier failed to comply with a Public Service Commission order generated as a result of the investigation. However, only one copy of this information should be retained after the case is closed.

Duplicate copies should be disposed of as soon as possible.

PRIMARY DESIGNATION:

Private 63G-2-302

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 84582

3

TITLE: Motor carrier case files

DATES: 1955-1987.

ARRANGEMENT: none

DESCRIPTION:

These case files document the existence and history of active motor carriers licensed to operate in the State of Utah and those carriers whose licenses have been cancelled. These files include company name and address, list and description of equipment including serial numbers, costs and appraised values, driver's name, and license and registration numbers. The documents contained in the case files are the application for Interstate Commerce Commission authority, application for cab card stamps, renewals for cab card stamps, copy of authority from Interstate Commerce Commission or the Utah Public Service Commission, financial statements for the motor carrier services, balance sheets of carrier assets and liabilities, notice of pending suspensions, notice to suspend motor carrier operations, notice of cancellation of authority to operate, and postal service certification receipt for notice to suspend motor carrier operation, and the inventory of equipment.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 year and then purge.

Paper: Retain in Office until office use ends and then destroy.

Microfiche master: Retain in Office until office use ends and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 84582

TITLE: Motor carrier case files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 84583

3

TITLE: Motor carrier insurance certificates

DATES: 1957-1987.

ARRANGEMENT: none

DESCRIPTION:

These documents are used as proof of insurance on motor carriers licensed to operate in the State of Utah. They pertain to interstate, intrastate, and exempt carriers. These documents include carrier and insurance company names and addresses, date, license number, policy number and limit. The forms included in this file are the Uniform Motor Carrier Bodily Injury and Property Damage Liability Certificate of Insurance (form E), Uniform Notice of Cancellation of Motor Carrier Insurance Policy (form K), and the Uniform Motor Carrier Cargo Certificate of Insurance (form H).

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 year after cancellation and then purge.

Paper: Retain in Office until office use ends and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 84583

TITLE: Motor carrier insurance certificates

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7983

3

TITLE: Order to show cause file

DATES: 1985-1987.

ARRANGEMENT: Alphabetical by carrier name

DESCRIPTION:

These are orders issued by the Public Service Commission to motor carriers who have failed to comply with the insurance requirements of UCA 54-6-42. According to UCA 54-6-42(5), before a carrier's permit is revoked, the carrier is given the opportunity to comply with the insurance requirements. This file is used by the division to monitor that compliance.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Archives for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

The record copy of these orders are kept by the Public Service Commission and are scheduled as permanent there. This copy of the orders can be disposed of when their administrative value ends.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7930

3

TITLE: Proceedings automated data file

DATES: 1985-1987.

ARRANGEMENT: None

DESCRIPTION:

This is an automated data file that is part of the Regulated Carrier Section Information System. It is used to track proceedings before the Public Service Commission. It includes the carrier name, the Public Service Commission number, the initiator's name, a list of witnesses, the chronology of events, the case summary and recommendations.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until closed and then erase.

APPRAISAL:

These records have administrative value(s).

This is a reference tool used for administrative purposes. Once the case has been closed, this file can be deleted.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7988

3

TITLE: Regulated carrier section information system

DATES: 1985-1987.

ARRANGEMENT: None

DESCRIPTION:

This is an automated system that is used to track and monitor the division's regulatory activities. It includes the following files: Cab Card Identification Stamp File, Interstate Commerce Carrier Automated File, Interstate Commerce Carrier Exempt Status Automated File, Intrastate Carrier Automated File, Intrastate Carrier Exempt Automated File, Investigation/Audit File, Proceedings File, Compliance File, and Finance File.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until closed and then delete.

APPRAISAL:

These records have administrative value(s).
See the separate retentions for each file.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7947

3

TITLE: Schedule of equipment

DATES: 1987-1987.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a list of equipment to be used by common carriers in the state. It is required by UCA 54-6-9. This document is reviewed by the division to ensure that the carrier is complying with all state regulations. Once this review has been conducted, the paper is no longer needed. Information on the form includes the company name and address, and a list and description of equipment that includes the serial number, the costs, and the appraised value.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 months and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7980

3

TITLE: Tariffs

DATES: 1986-1987.

ARRANGEMENT: Alphabetical by company

DESCRIPTION:

These are the published rates of the carriers submitted to the division under the requirements of UCA 54-6-24. They are reviewed to ensure that they conform to the Public Service Commission's rules and orders. Copies are kept on file as long as they are current.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).
According to the staff, once a tariff is updated, the old tariff is no longer needed.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7951

3

TITLE: Tow truck inspection report

DATES: 1987-1987.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a verification received from the Department of Transportation that a tow truck has been inspected. It is part of the licensing process of the division. This form is used as a data entry form for the Intrastate Exempt Automated File of the Regulated Carrier Section Information System. Information includes the company name and address, the date, the cab card stamp number, the license number, a list of equipment, the driver name and license number, and medical card expiration date.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

As the information is entered into the data system, the paper copy only has to be kept long enough to verify the accuracy of the data entry.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7976

3

TITLE: Uniform motor carrier bodily injury and property damage liability certificate of insurance

DATES: 1987-1987.

ARRANGEMENT: Chronological

DESCRIPTION:

This is proof of insurance coverage submitted to the division as required by UCA 54-6-42. It is used as an input document to the Regulated Carrier Section Information System. Information includes the carrier's name and address, the insurance company's name and address, the date, the license number, the policy number, and the policy limit.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This information is input into the data system. Once that has been done, the paper copy is no longer needed.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Commerce. Division of Public Utilities. Regulated Carrier Section

SERIES: 7977

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TITLE: Uniform notice of cancellation of motor carrier insurance policy

DATES: 1987-1987.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a notification sent to the division from the insurance company that a carrier's policy is about to expire. It is used as an input document to the Regulated Carrier Section Information System. Information includes the carrier name and address, the insurance company name and address, the date, the license number, the policy number, and the type of insurance.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This information is input into the data system. Once this has been done, the paper copy is no longer needed.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.