

## Retention and Classification Report

**Agency:** Salt Lake City (Utah). Administrative Services. Fleet Managment. Impound Lot (1037)  
2150 West 500 South  
Salt Lake City, UT 84104  
801-973-0592

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

82716	*Billings files summary
82715	*Daily impound and release log
82714	*Impounds and releases files
82718	*Mail metering accounting
82720	*Monthly impound report
82717	*Overtime slips
82721	*Receipt books
82724	*Surplus property files
82723	*Surplus property log
82722	*Vehicle auction files
82719	*Vehicle release log

**AGENCY:** Salt Lake City (Utah). Administrative Services. Fleet Managment. Impound Lot

**SERIES:** 82716

3

**TITLE:** Billings files summary

**DATES:** 1982-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain daily information on all vehicle impounds. They are used to verify billings. These files include date impounded, address impounded from, case number, towing charge, overtime charge (if applicable), make and year of vehicle.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This retention is based upon the basic three year audit period.

**AGENCY:** Salt Lake City (Utah). Administrative Services. Fleet Managment. Impound Lot

**SERIES:** 82715

3

**TITLE:** Daily impound and release log

**DATES:** 1982-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are daily logs of all vehicles impounded and those released. These logs include time, case number, whether vehicle impounded, released, or a dry run; make and year of vehicle; wrecker driver name, license number, whether keys in vehicle, whether vehicle locked, valuables placed in office (if applicable), and amount of money received.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Administrative Services. Fleet Managment. Impound Lot

**SERIES:** 82714

3

**TITLE:** Impounds and releases files

**DATES:** 1981-2015.

**ARRANGEMENT:** Chronological, thereunder numerical by case number

**DESCRIPTION:**

These files contain four different forms concerning the impounding of motor vehicles. Vehicles are impounded according to the provisions of Salt Lake City Ordinance 46-20-284. They are used for audit purposes. These files include impound form (date and time received, auto description, name of officer impounding, charges against vehicle, visible damages, company and driver towing, local location information and case number); vehicle damage report (all damages and condition of vehicle at time of impoundment); release form (amount charged, description of vehicle, name, address, driver's license number, signature of person released to, name of person releasing vehicle, deadline date for removal of vehicle, and certification of date and signature of responsible person releasing city from claims); and release of person property from vehicle form (items released, case number, date, name of person released to, signatures of records agent and requesting party).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

This retention is based on the basic three year audit period.

**AGENCY:** Salt Lake City (Utah). Administrative Services. Fleet Managment. Impound Lot

**SERIES:** 82718

3

**TITLE:** Mail metering accounting

**DATES:** 1983-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files record charges applied against each department's budget for amounts of outgoing mail. They are used for billing purposes and to compile monthly reports for Finance Department. These files include daily tabulation of number of items mailed per department.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This retention is based upon the basic three year audit period.

**AGENCY:** Salt Lake City (Utah). Administrative Services. Fleet Managment. Impound Lot

**SERIES:** 82720

3

**TITLE:** Monthly impound report

**DATES:** 1982-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are monthly reports of all vehicles impounded and released.  
These reports include number of releases and impounds and amount  
of money generated.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
This retention is based upon the administrative needs expressed  
by the division.

**AGENCY:** Salt Lake City (Utah). Administrative Services. Fleet Managment. Impound Lot

**SERIES:** 82717

3

**TITLE:** Overtime slips

**DATES:** 1982-2015.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These forms are completed to show overtime showed against vehicles in accordance with present city towing agreement. The towing company charges the city a flat fee per city agreement, anything extra (clean up of wreckage, use of dollies, etc.) is considered overtime and requires the completion of this form. Includes number, name, address and phone number towing company, date, description of vehicle being towed, license number, location of pick up, reason for towing, comments, driver's name, truck number, amount of charges, and signature of person receiving vehicle.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

This retention is based upon the basic three year audit period.

**AGENCY:** Salt Lake City (Utah). Administrative Services. Fleet Managment. Impound Lot

**SERIES:** 82721

3

**TITLE:** Receipt books

**DATES:** 1982-2015.

**ARRANGEMENT:** Numerical by preassigned number

**DESCRIPTION:**

These are copies of receipts given for money received from the auction of impounded vehicles or unclaimed equipment. They are used for audit purposes. These copies include receipt number, date, name and address, amount received, case number, signature of person receiving money, and assigned number of sale.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

This retention is based upon the previously approved general retention schedule: November 1985--3 years.



**AGENCY:** Salt Lake City (Utah). Administrative Services. Fleet Managment. Impound Lot

**SERIES:** 82724

3

**TITLE:** Surplus property files

**DATES:** 1983-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain copies of forms recording all surplus city property stored at the Impound Lot. This form is transmitted with the surplus property from the Division of Fixed Assets. These files include date received, item, description, date and location if transferred from lot, person receiving property, and identification number (if applicable).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

This retention is based upon the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Administrative Services. Fleet Managment. Impound Lot

**SERIES:** 82723

3

**TITLE:** Surplus property log

**DATES:** 1983-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These logs contain a listing of all surplus city property stored at the Impound Lot. These logs include date received, item, description, date and location if transferred from lot, person receiving property, and identification number (if applicable).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years or until disposition of item and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This retention is based upon the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Administrative Services. Fleet Managment. Impound Lot

**SERIES:** 82722

3

**TITLE:** Vehicle auction files

**DATES:** 1981-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain all documentation associated with the auction of autos or other property that was impounded and remained unclaimed by owner. The police department determines which items are to be auctioned. These files include list of saleable vehicles, record of each vehicle, purchaser's name, amount paid, case number, auction assigned number, sale price, and vehicle description (make, year, color, license number and serial number).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

This retention is based upon the basic three year audit period.

**AGENCY:** Salt Lake City (Utah). Administrative Services. Fleet Managment. Impound Lot

**SERIES:** 82719

3

**TITLE:** Vehicle release log

**DATES:** 1982-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These logs record each impounded vehicle released. They are used to verify number of releases and number of days vehicle was stored. These logs include date released, to whom released, case number, amount received, and number days paid for.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division.