

Retention and Classification Report

Agency: Salt Lake City (Utah). Department of Finance. Parking Violations (1080)

354 South State, Floor
Salt Lake City, UT 84111

Records Officer: _____

16904	*Daily transaction files
16905	*Daily transaction information file
16906	*Parking notice automated file
16903	*Parking notices
16902	*Small claims files

AGENCY: Salt Lake City (Utah). Department of Finance. Parking Violations

SERIES: 16904

3

TITLE: Daily transaction files

DATES: 1986-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain the violator's copy of parking notice that has either been paid, dismissed, or extended. The file may also contain other documents such as cashiers tape, impound hearing reports, hearing officer's notes, updates, transmittal lists, or anything pertaining to the daily transactions.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 week and then transfer to Agency Record Center. Retain in Agency Record Center 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 bureau and the basic 3 year audit period.

AGENCY: Salt Lake City (Utah). Department of Finance. Parking Violations

SERIES: 16905

3

TITLE: Daily transaction information file

DATES: 1986-2015.

ARRANGEMENT: None

DESCRIPTION:

This automated file contains information pertinent to payment or dismissal of violation notices. The file contains the amount paid, cashier's code, machine number, date and type of transaction, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/1987

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Agency Record Center for 2 months and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 1 month and then erase.

APPRAISAL:

These records have administrative value(s).

This information is based upon the administrative needs expressed by the bureau. This information is only used for reference.

AGENCY: Salt Lake City (Utah). Department of Finance. Parking Violations

SERIES: 16906

3

TITLE: Parking notice automated file

DATES: 1986-2015.

ARRANGEMENT: None

DESCRIPTION:

This automated file contains information from the parking notice plus daily transaction information.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/1987

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Agency Record Center for 2 years after issue date or 'cleared status' whichever is longer and then put to tape.

Computer magnetic storage media: Retain in Agency Record Center for 5 years and then erase.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Salt Lake City (Utah). Department of Finance. Parking Violations

SERIES: 16903

3

TITLE: Parking notices

DATES: 1986-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain a copy of the original parking notice issued to violators. The notice contains the information obtained by the parking officer; citation number, auto license number and state, make of automobile; parking violation; date, time and location of violation; officer's ID number; signature and comments. Parking notices taken to small claims court are pulled from this file.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 2 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). Department of Finance. Parking Violations

SERIES: 16902

3

TITLE: Small claims files

DATES: 1986-2015.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These files contain copies of various documents necessary for court filings and appearances. The files many contain: parking notice, small claims affidavit, copy of motor vehicle registration, judgment, motion and order in supplemental proceedings, order to show cause, bench warrant, minute entry from court proceedings.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 months after claim is adjudicated and then transfer to Agency Record Center. Retain in Agency Record Center 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. The information is used for reference purposes.

The same information is maintained by the Fifth Circuit Court for nine years.