

## Retention and Classification Report

**Agency:** Department of Public Safety. Utah Highway Patrol (1228)

4501 South 2700 West  
Salt Lake City, UT 84119  
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**Records Officer:** \_\_\_\_\_

27883	Accident photographs
23682	Account receivable invoices
83089	*Adult criminal information report
02278	Arrest and warnings quarterly statistical reports
05257	*Arrest register
10846	Bear Fax newsletter
24078	Budget and time reports
83087	*Driver equipment compliance report
28645	Evidence records
09847	Executive correspondence
28504	Fatal traffic incident reports
83065	Incident reports
81588	Overtime claims
10616	Personnel rosters
83072	*Portable scales requests
81467	Projects reports
29119	Public patrol officer incident reports
02280	*Publications
17796	*Reports
83078	*Scheduling sheets
83094	*Section activity reports
83064	*Subpoena log
83077	*Supervisor's daily log
81600	Time sheets
09846	Travel reimbursement requests
10009	Travel requests
06223	Trooper incident report files
28503	Violent felony incident reports
82974	Visitor register

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 27883

1

**TITLE:** Accident photographs

**DATES:** 1993-

**ARRANGEMENT:** numerical by case file number

**DESCRIPTION:**

These are photographs taken at crash scenes to document the severity of damage. Photos are retained and distributed to persons involved in the crash, persons suffering loss as a result of the crash, attorneys, insurance companies, governmental entities, and licensed private investigators. The photographs are used as evidence in determining fault and processing insurance claims.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Photographs: For records beginning in 1993 through 2008. Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

Computer data files: For records beginning in 2000 and continuing to the present. Retain in Office for 10 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Exempt UCA 41-6a-404

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 27883

**TITLE:** Accident photographs

(continued)

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 23682

3

**TITLE:** Account receivable invoices

**DATES:** 2000-

**ARRANGEMENT:** Alphabetical

**ANNUAL ACCUMULATION:** 8.00 cubic feet.

**DESCRIPTION:**

This series includes invoices for supplies, services or repairs provided by a vendor.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

**AUTHORIZED:** 08-27-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 83089

3

**TITLE:** Adult criminal information report

**DATES:** 1975-1997.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This report provided statistical data regarding arrests related to the use and possession of illegal narcotics, driving under the influence (DUI), violation of liquor laws, and drunkenness. Information included the individual's age, sex and ethnic background and a description of the offense. The information was sent to the Bureau of Criminal Investigation (BCI), and included in the annual Crime in Utah report, series 83906.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 2278

3

**TITLE:** Arrest and warnings quarterly statistical reports

**DATES:** i 1952-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These reports summarize all arrest and warning activity by troopers per year. Number of criminal violations and other statistics are also included.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

Publications document agency history and functions. Publications have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 5257

3

**TITLE:** Arrest register

**DATES:** 1966-1975.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This register logs the number of arrest tickets written by ticket number and by trooper. The date written is given, but there is no indication of cause, person receiving ticket, or other details.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center until reviewed by State Archivist and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 10846

3

**TITLE:** Bear Fax newsletter

**DATES:** 1992-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This publication is issued approximately weekly and is distributed throughout the Utah Highway Patrol. Information may include transfers within the Highway Patrol, policy updates, training opportunities, recognition of meritorious performance of duty, and announcements of projects or reorganizations.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

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:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 24078

3

**TITLE:** Budget and time reports

**DATES:** 1998-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems. Also includes overtime and travel information for Section 12/13 employees.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 24078

**TITLE:** Budget and time reports

(continued)

**SECONDARY DESIGNATION(S):**

Private. Information concerning any officers involved in undercover operations, UCA 63G-2-301(1)(b) (1991).

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 83087

3

**TITLE:** Driver equipment compliance report

**DATES:** 1982-1991.

**ARRANGEMENT:** Numerical by form sequential number.

**TOTAL VOLUME:** 5.00 cubic feet.

**DESCRIPTION:**

This inspection report was used in conjunction with mandatory inspections of large commercial motor carriers when the Utah Highway Patrol controlled the ports of entry. That responsibility now lies with the Utah Department of Transportation. Information includes name and address of vehicle owner and driver of vehicle, location, time and date of inspection, type of commodity carried, origin and destination, description of each unit, codes for specific weight and any hazardous materials carried, and any required placards. Also included are rules and statutes, any violations and citations issued, and signatures of the inspecting officer and vehicle driver. A copy of the inspection is given to the operator of the vehicle.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 28645

3

**TITLE:** Evidence records

**DATES:** 1986-

**ARRANGEMENT:** Numerical by bin number, thereunder by surname.

**DESCRIPTION:**

These records support the agency's function to provide quality police services and protect the constitutional rights of all people in Utah. Records document all evidence collected during an investigation. Information includes details regarding the collection, handling, and disposal of the evidence. Contact information for the owner and collection and disposal officer are also included.

**RETENTION:**

Retain for 10 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Evidence records, GRS-2590.

**AUTHORIZED:** 07-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after adjudication and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 28645

**TITLE:** Evidence records

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(10)(2013)

**SECONDARY DESIGNATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 9847

3

**TITLE:** Executive correspondence

**DATES:** 1980-

**ARRANGEMENT:** None

**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.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 28504

3

**TITLE:** Fatal traffic incident reports

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These reports are prepared by officers engaged in public patrol or response duties and describe initial actions taken in response to fatal crashes. These records may include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, and the nature of any injuries and damages sustained (Utah Code 63G-2-103(14)(2014)). These records may also include dash-cam recordings, copies of citations issued, warrants issued, DUIs issued, and driver and witness statements.

**RETENTION:**

Permanent. Retain for 20 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are occasionally requested by children of accident victims decades after the incident occurs.

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 28504

**TITLE:** Fatal traffic incident reports

(continued)

**PRIMARY DESIGNATION:**

Public                      Utah Code 63G-2-201(2) 2013

**SECONDARY DESIGNATION(S):**

Private.                      Utah Code 63G-2-302(2)(d) 2014  
Protected.                      Utah Code 41-6a-404 2010



**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 83065

3

**TITLE:** Incident reports

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These reports are prepared by officers engaged in public patrol or response duties and describe initial actions taken. These records may include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, and the nature of any injuries and damages sustained (Utah Code 63G-2-103(14)(2014)). These records may also include dash-cam recordings, copies of citations issued, warrants issued, DUIs issued, and driver and witness statements. Fatal crashes and violent felony records are not included in this series. Fatal traffic incident reports are in record series 28504 and Violent felony incident reports, including those for incidents of homicide and sexual assault, are in record series 28503. These reports are prepared by officers engaged in public patrol or response duties and describe initial actions taken. These records may include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, and the nature of any injuries and damages sustained (Utah Code 63G-2-103(14)(2014)). These records may also include dash-cam recordings, copies of citations issued, warrants issued, DUIs issued, and driver and witness statements. Fatal crashes and violent felony records including homicide and sexual assault are not included in this schedule.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Incident reports, GRS-2588.

**AUTHORIZED:** 06-01-2014

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 83065

**TITLE:** Incident reports

(continued)

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. The records are subject to litigation, and the retention reflects their average length of use in court.

**PRIMARY DESIGNATION:**

Public                      Utah Code 63G-2-301(3)(g) 2013

**SECONDARY DESIGNATION(S):**

Protected.                      Utah Code 63G-2-305(10) 2013  
Private.                      Utah Code 63G-2-302(2)(d) 2013

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 81588

3

**TITLE:** Overtime claims

**DATES:** 1975-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These records track overtime claims filed by Utah Highway Patrol employees. Information includes the officer's name, badge number, zone, division, and district; an account of the reason for overtime; certification that the information is correct; a record of hours approved for payment, compensatory hours approved, and total amount paid; and a dated authorized signature.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 81588

**TITLE:** Overtime claims

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 10616

3

**TITLE:** Personnel rosters

**DATES:** 1935-

**ARRANGEMENT:** Numerical by field bureau number, thereunder alphabetical by officer's surname

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These rosters are used to track station assignments within Utah's Highway Partol Division. Information includes officer's name, badge number, and assignment, including those assigned outside of the Utah Highway Patrol. Information may also include spouse's name, home address, and telephone number if the employee is assigned to other divisions of the Department of Public Safety.

**RETENTION:**

Permanent. Retain until superseded

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office until updated and then transfer to State Archives with authority to weed.

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 10616

**TITLE:** Personnel rosters

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Address, phone number, spouse name

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 83072

3

**TITLE:** Portable scales requests

**DATES:** 1978-1997.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 5.00 cubic feet.

**DESCRIPTION:**

These records documented requests for portable truck scales. Information included date of request; requesting officer, division, district, and phone number; location; companies involved; number of trucks; time needed; name and address of judge in area; record of enforcement activity and critical item inspection; summary of manpower and time committed, trucks weighed and overweight, and overweight permits granted.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 81467

3

**TITLE:** Projects reports

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records document various programs, statistics and projects implemented by the Utah Highway Patrol. They include accident surveys and statistics, auto theft programs, court policies, communications, annual reports, Driving Under the Influence (DUI) projects, uniform information, and reports on Utah Highway Patrol vehicles.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years or until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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



**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 29119

3

**TITLE:** Public patrol officer incident reports

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

These records support the agency's mission to exceed all standards set forth by its profession by establishing and enforcing a high level of professional conduct for employees. Records document officer incidents that occur while an officer is engaged in public patrol, and are reviewed by the supervisor and manager to determine if a policy violation occurred. Records include the officer's description of the initial actions taken, such as, reported the crash, pursued a fleeing vehicle, seized a stolen vehicle, etc. Records may also include dash cam recordings, copies of citations issued, arrest records, or witness statements, as well as any policy violations or internal disciplinary actions. Disciplinary action carried out by the Department of Human Resources are not part of this series.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Incident reports, GRS-2588.

**AUTHORIZED:** 06-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 29119

**TITLE:** Public patrol officer incident reports

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302 (2)(a)(2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 2280

3

**TITLE:** Publications

**DATES:** 1948-1991.

**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, law enforcement, safety, and all other activities of the Utah Highway Patrol. This series consists primarily of isolated publications not part of a more specific series. Also includes "The Beehive" 1979-1981.

**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 historical value(s).

Publications document agency history and functions. Publications have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 17796

3

**TITLE:** Reports

**DATES:** 7/1/1948 - 6/30/1950.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Showing what the Utah Highway Patrol accomplished for the years shown on the report and how they expended the funds allocated to them by the State Legislature.

**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:**

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.

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

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 83078

3

**TITLE:** Scheduling sheets

**DATES:** 1960-1997.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series was used to document the schedules worked and assignments given to the Utah Highway Patrol field personnel. Information included the division, district, and schedule dates; name and badge number of each officer; and the schedule details for a Monday through Sunday week.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Any information concerning undercover operations

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 83094

3

**TITLE:** Section activity reports

**DATES:** 1965-1997.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This was a narrative report maintained at the Utah Highway Patrol headquarters to track section activities. Information included date, section, and name of section Lieutenant, and a description of section activities.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 83064

3

**TITLE:** Subpoena log

**DATES:** 1970-1997.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This log was used to track all subpoenas received and related court issues. Information included the name of the officer served the subpoena, in which court the officer was ordered to appear, the name, date and time of the case, the date and time the subpoena was received and the disposition of the case.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 83077

3

**TITLE:** Supervisor's daily log

**DATES:** 1960-1997.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

These logs tracked the daily activities of individual Highway Patrol officers. Information included the name of the officer, badge number, and rank, vehicle number, date, miles driven, hours on duty, call-outs, overtime hours, and duty assignment.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 81600

3

**TITLE:** Time sheets

**DATES:** 1935-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are maintained in order to provide a documentary record of time worked by Utah Highway Patrol employees. Information includes the division/bureau, low organization number, year, payroll begin and end dates, employee name, and hours worked each day in the time period.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
These have temporary administrative and fiscal value and may be destroyed.

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 81600

**TITLE:** Time sheets

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private.

Information concerning any officers involved in undercover operations, UCA 63G-2-301(1)(b) (1991).

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 9846

1

**TITLE:** Travel reimbursement requests

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are maintained to track requests for reimbursement for certain business travel expenses. This information is recorded on Division of Finance forms, copies of which are kept by the Utah Highway Patrol. Information includes employee name, Social Security number, organization/task/activity, department division; an itinerary of travel, including times, meals and lodging expenses, private vehicle expenses, and miscellaneous expenses; employee signature; department head signature; and Budgeting and Accounting officer signature.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Social Security number

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 10009

3

**TITLE:** Travel requests

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Correspondence, forms, and related records pertaining to agency travel and transportation functions.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Home address and phone number, and American Express Card number

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 6223

3

**TITLE:** Trooper incident report files

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by trooper name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files are kept by the Utah Highway Patrol captains to document individual trooper's activities. Files do not exist on all troopers, only those whose reports are questioned. The records include copies of section office reports, incident reports, and other material the captains may want included.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1991

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This appraisal is based on the needs of the agency.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 28503

3

**TITLE:** Violent felony incident reports

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These reports are prepared by officers engaged in public patrol or response duties and describe initial actions taken in response to an incident which becomes part of a larger crime, specifically homicide or sexual assault. These records may include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, and the nature of any injuries and damages sustained (Utah Code 63G-2-103(14)(2014)). These records may also include dash-cam recordings, copies of citations issued, warrants issued, DUIs issued, and driver and witness statements.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 55 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These records need to be kept for the length of the criminal sentence.

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 28503

**TITLE:** Violent felony incident reports

(continued)

**PRIMARY DESIGNATION:**

Public                      Utah Code 63G-2-201(2) 2013

**SECONDARY DESIGNATION(S):**

Private.                      Utah Code 63G-2-302(2)(d) 2014

Protected.                      Utah Code 41-6a-404 2010

**AGENCY:** Department of Public Safety. Utah Highway Patrol

**SERIES:** 82974

3

**TITLE:** Visitor register

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records identify persons visiting Utah Highway Patrol facilities. Information includes name of visitor, agency or firm represented by the visitor, person visited, date, time in and out, and the assigned visitor badge number.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Non-secure area access logs, GRS-2019.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public