

Retention and Classification Report

Agency: Department of Public Safety. Communications Bureau (1551)

2060 South 2760 West Ste#247
Salt Lake City, UT 84104
801-887-3890

Records Officer: _____

23171	911 Emergency printouts
10960	Advisory board minutes
23166	Computer Aided Dispatch System file
10961	Crew meeting minutes
10588	Day file
81581	Dispatch recordings
10958	Dispatcher weekly scheduling sheets
23168	Employee training records
82973	*Governor's residence telephone log
81584	*Impound logs
10959	Manager retreat minutes
23167	*Personnel files
10590	Radio call book
81614	Radio logs
23172	Record destruction log
23170	Telephone Teletype for the Deaf report
10589	Visitors log

AGENCY: Department of Public Safety. Communications Bureau

SERIES: 23171

3

TITLE: 911 Emergency printouts

DATES: 1998-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Provides documentation of 911 emergency calls received by the Communications dispatch centers. Includes the date and time of call, name and address of caller, type of emergency, and type of emergency service dispatched. The information is also retained as part of Series 23166, Computer Aided Dispatch System file for 3 years. The recordings are retained as part of Series 81581, Dispatch recordings for 1 year.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2001

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. Communications Bureau

SERIES: 10960

3

TITLE: Advisory board minutes

DATES: 1988-

ARRANGEMENT: Chronological

DESCRIPTION:

The six dispatch centers operated by the Communications Bureau provide dispatching services to some county and local agencies, as well as state agencies. These agencies have representatives on a regional advisory board. These records are comprised of the minutes of the advisory board meetings, providing a record of the persons present and issues discussed at the meetings.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

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. Communications Bureau

SERIES: 23166

3

TITLE: Computer Aided Dispatch System file

DATES: 1990-

ARRANGEMENT: Chronological

DESCRIPTION:

The Computer Aided Dispatch records document all activities of the Communications Bureau dealing with dispatch requests. Includes all records that pertain to dispatching, i.e. incidents, wreckers, and impounds. Includes the date, type of request, location, name of employee receiving the request, service that was dispatched, etc.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2001

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 year and then transfer to Tape Library. Retain in Tape Library for 2 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Communications Bureau

SERIES: 23166

TITLE: Computer Aided Dispatch System file

(continued)

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Public Safety. Communications Bureau

SERIES: 10961

3

TITLE: Crew meeting minutes

DATES: 1988-

ARRANGEMENT: Chronological

DESCRIPTION:

Periodic staff meetings are held for the staff of each state dispatch center. These records are comprised of the minutes of the crew meetings, providing a record of the persons present and issued discussed at the meetings.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

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. Communications Bureau

SERIES: 10588

3

TITLE: Day file

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	UCA 63G-2-302(1)(b)
Protected.	UCA 63G-2-305(10)

AGENCY: Department of Public Safety. Communications Bureau

SERIES: 81581

3

TITLE: Dispatch recordings

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series consists of audio records of the daily radio communication between Utah Highway Patrol officers and dispatch. The information includes name of dispatcher, date and time of communication, car number, and a description of activity. The dispatch logs are retained as part of Series 23166, Computer Aided Dispatch System File.

RETENTION:

Retain for 1 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2001

FORMAT MANAGEMENT:

Sound recordings: Retain in Office for 1 year and then erase.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected All information not listed as public.

AGENCY: Department of Public Safety. Communications Bureau

SERIES: 81581

TITLE: Dispatch recordings

(continued)

SECONDARY DESIGNATION(S):

Public.	Name of dispatcher, date and time of communication, car number, names of officers, whether or not a records search was performed, and officer's assessment of the situation.
---------	--

AGENCY: Department of Public Safety. Communications Bureau

SERIES: 10958

3

TITLE: Dispatcher weekly scheduling sheets

DATES: 1988-

ARRANGEMENT: Chronological

DESCRIPTION:

Scheduling sheets are used to create and maintain a record of dispatcher schedules. These schedules are maintained at the individual dispatch centers. Information includes the dispatch center name, schedule week, dispatcher surname and number, and a work schedule for a Saturday through Friday week for each dispatcher. In addition, the series includes the bi-weekly payroll documents.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Communications Bureau

SERIES: 23168

3

TITLE: Employee training records

DATES: 1999-

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Documents the participation and completion of various training programs required and/or offered to employees of the Communications Bureau. May include employee name, type of training, completion certificates, etc.

RETENTION:

Retain for 1 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after termination or separation from employment and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Communications Bureau

SERIES: 82973

3

TITLE: Governor's residence telephone log

DATES: 1980-1995.

ARRANGEMENT: Chronological

DESCRIPTION:

This series documents all telephone calls coming in to the governor's residence. A copy of the log is given to the governor for administrative use. Information includes date and time of phone call, name and telephone number of caller, who the message is for, the message, and person taking the call.

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. Communications Bureau

SERIES: 81584

3

TITLE: Impound logs

DATES: 1985-1990.

ARRANGEMENT: Chronological

DESCRIPTION:

This series tracked when a wrecker is dispatched to impound vehicles. The information included date and time of call, officer's badge number and surname, location of vehicle to be impounded, description of vehicle (make, year, color, license plate number, and vehicle identification number), wrecker company called and phone number, reason for impound, result of National Crime Information Center (NCIC) check, and incident and impound numbers. The impound logs are now retained as part of Series 23166 Computer Aided Dispatch System File.

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

SECONDARY DESIGNATION(S):

Private.	Reason for impound
Protected.	NCIC search results

AGENCY: Department of Public Safety. Communications Bureau

SERIES: 10959

3

TITLE: Manager retreat minutes

DATES: 1988-

ARRANGEMENT: Chronological

DESCRIPTION:

The Communications Bureau holds semi-annual retreats for the managers of the six dispatch centers which it operates. These records are comprised of the minutes of the meetings, providing a record of persons in attendance and the issues discussed at the meetings.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

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. Communications Bureau

SERIES: 23167

3

TITLE: Personnel files

DATES: 1997-2018.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

Provides documentation of the work history for the employees of the Communications Bureau. Includes performance evaluations, performance plans, position descriptions, insurance information, application for employment/resume, etc. The official personnel files are retained by the Department's Human Resource Office.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper copy: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Public Safety. Communications Bureau

SERIES: 23167

TITLE: Personnel files

(continued)

SECONDARY DESIGNATION(S):

Public

AGENCY: Department of Public Safety. Communications Bureau

SERIES: 10590

3

TITLE: Radio call book

DATES: 1980-

ARRANGEMENT: Alphabetical by department, thereunder by subordinate agency

ANNUAL ACCUMULATION: 0.10 cubic feet.

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 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Permanent. Retain until superseded

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 until superseded and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Protected

AGENCY: Department of Public Safety. Communications Bureau

SERIES: 81614

3

TITLE: Radio logs

DATES: 1978-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

This series documents the dispatching of emergency personnel, wreckers, etc. to the scene of an accident. Public Safety uses the cards as a source document for the information entered into the Computer Aided Dispatch System file. Information includes the date and time, company name, rotation, time arrived at the scene, vehicle identification number, reason for call, name of trooper, location of accident, and case number.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2001

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. Communications Bureau

SERIES: 23172

3

TITLE: Record destruction log

DATES: 1998-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Provides documentation of the destruction of records retained by the Communications Bureau. Includes date of destruction, record series title, dates of material and volume.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Communications Bureau

SERIES: 23170

3

TITLE: Telephone Teletype for the Deaf report

DATES: 1997-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This monthly report is generated by each communication center and documents TTD equipment used by the centers. The report is used to document that the TTD equipment is in working condition. Includes date, type of equipment, any problems with the equipment and repairs.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2001

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Communications Bureau

SERIES: 10589

3

TITLE: Visitors log

DATES: 1992-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This series documents visitors to state dispatch centers. Information includes, name of visitor, time of arrival and departure, person visiting, and the date.

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 or until log book is filled whichever is shorter and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public