

## Retention and Classification Report

**Agency:** Department of Public Safety. Highway Patrol. Section #04 (1804)

5681 South 320 West  
Murray, UT 84107  
801-965-4676

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

05477	Incident case files
05507	Officer's daily logs
05510	Traffic citations

**AGENCY:** Department of Public Safety. Highway Patrol. Section #04

**SERIES:** 5477

3

**TITLE:** Incident case files

**DATES:** 1986-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These files record the criminal and accident investigations handled by Utah Highway Patrol officers in Salt Lake County. They document all investigations by the Utah Highway Patrol to enforce the law and protect the public. Included could be State Accident Report Form D.I.-9, Utah Highway Patrol Short Form HPF-12, Abandoned Vehicle Tag HPF-27, Incident Reports HPF-26, Witness Statements HPF-13, Inventory Forms HPF-36, Warrant Arrest Reports HPF-75, Seized Asset Report Forms DPS-100, Evidence Logs HPF-100, Laboratory Reports, Impound Reports TC-540, Diagrams, and miscellaneous others. Information includes name, address, age, vehicle registration, personal descriptions, blood alcohol levels, telephone numbers, signatures, victim information, and photographs.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1991

**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, and/or legal value(s).

**AGENCY:** Department of Public Safety. Highway Patrol. Section #04

**SERIES:** 5477

**TITLE:** Incident case files

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(9) 2009

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) 2009

**AGENCY:** Department of Public Safety. Highway Patrol. Section #04

**SERIES:** 5507

3

**TITLE:** Officer's daily logs

**DATES:** 1970-

**ARRANGEMENT:** Chronological, thereunder alphabetical by officer's name

**DESCRIPTION:**

These are standard reports that document the officer's daily activities. They are given to the supervisor and data is taken from the log and compiled by the data processing section. Log includes name and badge number of the officer; division and district; the number of arrests and written warnings, accidents investigated; time spent in court, training, serving warrants, investigations, special assignments, and public assistance. Also includes vehicle information and expenses, hours worked for the day and pertinent officer notes on days activities.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1991

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Public Safety. Highway Patrol. Section #04

**SERIES:** 5507

**TITLE:** Officer's daily logs

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Highway Patrol. Section #04

**SERIES:** 5510

3

**TITLE:** Traffic citations

**DATES:** 1950-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These are the backup copy of the citation issued for traffic law or other criminal law violations. The citation includes citation number, name, address, description, driver license number of person receiving citation, vehicle license number, license number of violator. Also listed are violation, place of violation, date, court in which to appear, officer's name and badge number.

**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 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 value(s).  
RDR 60-82, approved by the State Records Committee

**AGENCY:** Department of Public Safety. Highway Patrol. Section #04

**SERIES:** 5510

**TITLE:** Traffic citations

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(9) 2009

**SECONDARY DESIGNATION(S):**

Private. YCA 63G-2-302(2)(d) 2009