

Retention and Classification Report

Agency: Department of Public Safety. Highway Patrol. Safety Inspection Section (1817)

4501 South 2700 West
Salt Lake City, UT 84119

Records Officer: _____

27353	Inspector certification application files
26329	Safety Inspection investigation files
09554	Safety inspection station business files

AGENCY: Department of Public Safety. Highway Patrol. Safety Inspection Section

SERIES: 27353

3

TITLE: Inspector certification application files

DATES: 1959-

ARRANGEMENT: Alphabetical by applicant surname.

DESCRIPTION:

This series contains applications and testing results for individuals applying to become certified vehicle safety inspectors. Applicants own or work at vehicle safety inspection stations and evaluate the safety of commercial and noncommercial vehicles. Inspectors are required to update their certifications every five (5) years. Information includes applicant names, home and work addresses and phone numbers, test scores, certification results, correspondence, and other related information.

RETENTION:

Retain for 8 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/2010

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: For records beginning in 1994 and continuing to the present. Retain in Office for 8 years and then delete.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). These records have administrative value as they assist the agency in determining certified inspectors. They also have legal value as they are required by UAC 53-8-24 (1) (2009) and UAC R714-158 (5) and (6) (2009). Records have fiscal value as they track the receipt of public funds.

AGENCY: Department of Public Safety. Highway Patrol. Safety Inspection Section

SERIES: 27353

TITLE: Inspector certification application files

(continued)

PRIMARY DESIGNATION:

Private 63G-2-302(j)(i),(ii),(iii),(A), and (B); 2(d) (2009).

SECONDARY DESIGNATION(S):

Public

AGENCY: Department of Public Safety. Highway Patrol. Safety Inspection Section

SERIES: 26329

3

TITLE: Safety Inspection investigation files

DATES: 2003-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

The Highway Patrol administers the vehicle safety inspection program. Inspection stations are privately owned and contract with the state to provide safety inspections. This series documents investigations of actions taken against inspection stations. Investigations are made when an accident has taken place. The names, drivers licenses and vehicle information for individuals identified during an investigation or who applied for window tint waivers can be found in the case files. Files also include administrative correspondence, minutes of administrative hearings, window tint waivers and correspondence concerning unsafe vehicle equipment and accident investigations for other law enforcement agencies.

RETENTION:

Retain for 10 year(s) after case is closed

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 5 years after case closes and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Public Safety. Highway Patrol. Safety Inspection Section

SERIES: 26329

TITLE: Safety Inspection investigation files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. 63G-2-302(1)(h)(i) 63G-2-206(6)(a)

Protected. 63G-2-305(5)

AGENCY: Department of Public Safety. Highway Patrol. Safety Inspection Section

SERIES: 9554

3

TITLE: Safety inspection station business files

DATES: 1935-

ARRANGEMENT: Alphabetical by name of business

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records document the businesses performing vehicle safety inspections and the fact that they have been approved by the Utah Highway Patrol to do so. The files are maintained throughout the life of that station and one year after going out of business. Information includes station number, station category, county, firm name, telephone number, address, name of owner or partners, person in charge of certificate/stickers, required equipment, comments or recommendations, approval and cancellation dates, and signature of investigator.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1999

FORMAT MANAGEMENT:

Paper: Retain in Office until 1 year after station goes out of business and then destroy.

APPRAISAL:

These records have administrative value(s).
This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Public