

## 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:** \_\_\_\_\_

09555	*Inspector certification answer sheet
27353	Inspector certification application files
27392	*Safety Inspection Advisory Council hearing files
26329	Safety Inspection investigation files
09556	*Safety inspection and emissions exemption files
16928	*Safety inspection reports
09554	*Safety inspection station business files

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

**SERIES:** 9555

3

**TITLE:** Inspector certification answer sheet

**DATES:** 1976-1996.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

The Safety Inspection program instructs individuals who want to be certified as safety inspectors for the State of Utah. They must pass a test to be certified every three years. These records are the answer sheets for the tests. They are computer-readable and identify the multiple-choice or true/false response given. Information includes name, social security number, mailing address, date, card number, station number, drivers license number, badge number, department, and may also include date of birth, race, highest grade completed, and gender.

**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 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).  
This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private

**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:** 27392

3

**TITLE:** Safety Inspection Advisory Council hearing files

**DATES:** 1996-2002.

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

These files document the meetings of the Safety Inspection Advisory Council. The council is composed of seven members and hears appeals of administrative actions regarding the suspension or revocation of safety inspection permits and safety inspector certificates. The council advises the division on interpretation, adoption, and implementation of motor vehicle safety inspection standards, and on other motor vehicle safety inspection issues as requested by the superintendent. Information includes appeals, notices of administrative hearings, findings of fact and decree, subpoenas, final decisions, correspondence, agenda, minutes, and other relevant information.

**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 Administrative hearing records, GRS-1655.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**

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

Digital image: Retain in Office until administrative need ends and then delete.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).  
These records are used administratively and have legal value as they are required and defined by UCA 53-8-203 and UAC R714-158.  
The records have historical value as they document the activities

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

**SERIES:** 27392

**TITLE:** Safety Inspection Advisory Council hearing files

(continued)

of the council and its decisions and accomplishments. They have legal and historical value in areas of administration, enforcement and licensing actions.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected

**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:** 9556

3

**TITLE:** Safety inspection and emissions exemption files

**DATES:** 1976-2002.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These records are used by Motor Vehicles and the Utah Highway Patrol to document vehicles temporarily out of state at the time of vehicle registration. The information is maintained to identify individuals who habitually claim safety exemptions. Included is name, address, reason vehicle is out of state, day it will return, where vehicle is located, year, make, type, Utah license number, signature of owner, and date.

**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 for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private

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

**SERIES:** 16928

3

**TITLE:** Safety inspection reports

**DATES:** 1980-2002.

**ARRANGEMENT:** Numerical by station number

**DESCRIPTION:**

These monthly reports are completed by safety inspection station operators to document that vehicles tested met safety regulations. They are also used to account for stickers sold to safety inspection stations. INCLUDES date of inspection, year and make of the vehicle being inspected, the safety inspection sticker number, items requiring adjustment on the vehicle, amount charged, signature of the station official, and the name of the station and its location. They may also include the Highway Patrol copy of inspection sticker purchase receipts.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1970

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 35 months and then destroy.

**APPRAISAL:**

Previous decision: RDR 70-45 indicated that safety inspection reports be kept three years.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Social Security number

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

**SERIES:** 9554

3

**TITLE:** Safety inspection station business files

**DATES:** 1935-2002.

**ARRANGEMENT:** Alphabetical by name of business

**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