

## Retention and Classification Report

**Agency:** Department of Transportation. Engineering & Operations. Operations. Motor Carriers (2422)  
4501 South 2700 West  
Salt Lake City, UT 84119-5998  
801-965-4243

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

26560	Get Started pamphlets
03318	Motor carrier case files
10381	Overweight citations

**AGENCY:** Department of Transportation. Engineering & Operations. Operations. Motor Carriers

**SERIES:** 26560

3

**TITLE:** Get Started pamphlets

**DATES:** 1995-

**ARRANGEMENT:** Chronological by year thereunder by month

**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 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 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These quarterly updated pamphlets reflect changes in state and federal regulations.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Engineering & Operations. Operations. Motor Carriers

**SERIES:** 3318

4

**TITLE:** Motor carrier case files

**DATES:** i 1975-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These case files describe the characteristics of a motor carrier company and its drivers. The file documents that a motor carrier company has knowledge of regulations governing motor carriers and forms the basis for audit trails which could lead to legal action if non-compliance with state or federal regulations is suspected. The information includes age, alcohol or drug addiction, civil/criminal court involvement, current and past addresses, driver's license number, educational level, employer, employment history, job position information (grade/step, etc.), medical information, military service, motor vehicle ownership, name, occupation, occupational licenses, physical characteristics, physical disabilities, police records, psychiatric information, references, social security number, and telephone number. Files contain compliance reviews, safety audits, case files, correspondence to and from motor carriers, attorneys, and the Attorney General's office, correspondence relating to complaints against company or drivers, driver vehicle examination reports, accident reports, reports compiled by federal agencies, and records collected by auditors and attached to the case files such as logbooks, fuel receipts, and driver pre-trip inspection reports.

**RETENTION:**

Retain for 3 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after company dissolves and then transfer to State Records Center. Retain in State Records

**AGENCY:** Department of Transportation. Engineering & Operations. Operations. Motor Carriers

**SERIES:** 3318

**TITLE:** Motor carrier case files

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Center for 2 years and then destroy.

**APPRAISAL:**

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

This disposition is based on the general audit requirements of similar records.

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Department of Transportation. Engineering & Operations. Operations. Motor Carriers

**SERIES:** 10381

4

**TITLE:** Overweight citations

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by carrier name

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

Records created by the Utah Highway Patrol and the Ports of Entry to document illegal overweight commercial vehicles, then entered on the computer by Motor Carriers and used as background data regarding specific companies (their violations, etc.).

Information includes driver's name, address, date of birth, gender, and driver's license number; make, license number, and owner of vehicle; place, date, and time of violation; authorized weight, actual weight, and signature of officer.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office until entered into database and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. These records are subject to litigation.

**AGENCY:** Department of Transportation. Engineering & Operations. Operations. Motor Carriers

**SERIES:** 10381

**TITLE:** Overweight citations

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**PRIMARY DESIGNATION:**

Public