

Retention and Classification Report

Agency: Department of Transportation. Office of Motor Carriers (2422)

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Records Officer: _____

10380	*Correspondence
26560	Get Started pamphlets
07541	*Motor carrier automated file
03318	Motor carrier case files
10381	Overweight citations
25826	*Single State Registration System records

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

SERIES: 10380

4

TITLE: Correspondence

DATES: 1975-1998.

ARRANGEMENT: Alphabetical by carrier name

DESCRIPTION:

Records, including correspondence between investigators, created by Motor Carrier investigators and the Utah Highway Patrol when the division notifies carriers of their compliance status, used to provide background information about carriers to do audits.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Protected

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: 7541

1

TITLE: Motor carrier automated file

DATES: 1985-1998.

ARRANGEMENT: None

DESCRIPTION:

These records document files that are part of the Regulated Carrier Section Information System that maintains the registration of all motor carrier transportation in the state. Information includes the carrier name, address, authority description, commodity listing, registration date, and 1) active or 2) inactive status.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then delete.

Computer data files backup: Retain in Office for 1 year after expiration and then delete.

APPRAISAL:

These records have administrative value(s).

According to the staff, the only information that is valuable to them is the current information. A carrier's prior history has no effect on the carrier's current status. Once a carrier suspends operations, the prior information on it does not need to be kept longer than one year. Once suspended, the carrier must reapply to become active again.

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

(continued)

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

(continued)

PRIMARY DESIGNATION:

Public

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

SERIES: 25826

3

TITLE: Single State Registration System records

DATES: 1994-2006.

ARRANGEMENT: Alphabetical by state name, thereunder chronological by date.

DESCRIPTION:

The Single State Registration System is a program in which for-hire carriers of passengers or goods are required to register their company's operating authority and proof of insurance with their base state. The program was established as a cooperative effort between 38 states to ensure the registration of for-hire motor carriers. Registration fees collected by the Motor Carrier Division are then transmitted to the other 37 participating states in the program. This series contains registration forms, fee information, deposit slips, monthly accounting reports, and copies of issued permits. Records contain information such as the federal identification number, company name, address, phone number, licensing and insurance information, process agents, limited power of attorney, and credit card information.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/2005

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This disposition is based upon program by-laws agreed to by all participating states.

PRIMARY DESIGNATION:

Public

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

SERIES: 25826

TITLE: Single State Registration System records

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SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 May contain credit card information.