

## Retention and Classification Report

**Agency:** Department of Public Safety. Utah Highway Patrol. Section #08 (2450)

Tooele County Courthouse  
Tooele, UT 84074  
435-882-5600

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

30524      Incident case files

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #08

**SERIES:** 30524

3

**TITLE:** Incident case files

**DATES:** 2000-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These reports are prepared by officers engaged in public patrol or response duties and describe initial actions taken. These records may include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, and the nature of any injuries and damages sustained. These records may also include dash-cam recordings, copies of citations issued, warrants issued, DUIs issued, and driver and witness statements.

**RETENTION:**

Retain for 10 year(s)

**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 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. Utah Highway Patrol. Section #08

**SERIES:** 30524

**TITLE:** Incident case files

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(9) 2022

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) 2022