

Retention and Classification Report

Agency: Department of Public Safety. Utah Highway Patrol. Section #05 (2452)

152 East 100 North
Vernal, UT 84078
435-789-3111

Records Officer: _____

21399	Accident and incident reports
24833	Citations
24834	Warning citations

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #05

SERIES: 21399

3

TITLE: Accident and incident reports

DATES: 1990-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These files record the criminal and accident investigations handled by Utah Highway Patrol officers in Uintah County. They document all investigations by the Utah Highway Patrol to enforce the law and protect the public. Included could be State Accident Report Form D.I.-9, Utah Highway Patrol Short Form HPF-12, Driving Under the Influence (DUI) reports, Abandoned Vehicle Tag HPF-27, Incident Reports HPF-26, Witness Statements HPF-13, Inventory Forms HPF-36, Warrant Arrest Reports HPF-75, Seized Asset Report Forms DPS-100, Evidence Logs HPF-100, Laboratory Reports, Impound Reports TC-540, Diagrams, and miscellaneous others. Information includes name, address, age, vehicle registration, personal descriptions, blood alcohol levels, telephone numbers, signatures, victim information, and photographs.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #05

SERIES: 21399

TITLE: Accident and incident reports

(continued)

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (9) and (38) 2009

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(d) 2009

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #05

SERIES: 24833

3

TITLE: Citations

DATES: 1985-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

This is a copy of a citation issued by section officers to drivers violating motor vehicle and traffic laws. It usually includes name, address, date of birth and sex of driver; driver license number and state; vehicle license number, state and expiration date; date, time and location of occurrence; nature of alleged violations; and trooper signature and badge number. Citations may also be issued for other misdemeanor offenses.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

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

This retention is based upon Municipal General Records Retention Schedule item 21-48 and County General Records Retention Schedule item 16-49.

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #05

SERIES: 24833

TITLE: Citations

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(9) 2009

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(d) 2009

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #05

SERIES: 24834

3

TITLE: Warning citations

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These records document the issuance of warnings to motorists in Utah. Information includes the name, address, date of birth, and sex of driver; driver license number and state; vehicle license number, state and expiration date; date, time and location of occurrence; nature of alleged violations; trooper signature, badge number, section, and district. The citations are turned in by the officers for every weekly reporting period.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(9) 2009

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #05

SERIES: 24834

TITLE: Warning citations

(continued)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(d) 2009