

Retention and Classification Report

Agency: Department of Public Safety. Utah Highway Patrol. Section #07 (2454)

55 West Center Street
Heber City, UT 84032
435-654-2073

Records Officer: _____

23814 Section 7 incident case files

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #07

SERIES: 23814

3

TITLE: Section 7 incident case files

DATES: 1986-

ARRANGEMENT: Numerical by case number.

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These files contain criminal and accident investigations handled by Utah Highway Patrol Officers in Summit and Wasatch counties. They document all investigations by the Utah Highway Patrol to enforce the law and protect the public. Included in these files are State Accident reports (Form DI-9), Utah Highway Patrol Short Forms (HPF-12), Driving Under the Influence (DUI) reports, Incident reports (HPF-26), Witness statements (HPF-13), Warrant Arrest Reports (HPF-75), Evidence logs (HPF-100), laboratory reports, Impound reports (TC-540), diagrams and personnel information. Additional information may include names, addresses, 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.

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(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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