

## Retention and Classification Report

**Agency:** Department of Public Safety. Utah Highway Patrol. Section #18 (3161)

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

23852	Citations
24303	Daily log
24302	Incident and case reports
24304	*Reference files

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #18

**SERIES:** 23852

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 date, time, location of violation, vehicle's license number, violation code, officer's name, and signature of person receiving citation. 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:** 10/2002

**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 #18

**SERIES:** 23852

**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 #18

**SERIES:** 24303

3

**TITLE:** Daily log

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

This is a report of daily activity per work shift per officer. It is used to account for and summarize the officer's work time, compile annual reports and for planning and budgeting purposes. Information includes officer name, date, day of week, beginning and ending miles for vehicle, vehicle number, area worked and number of hours on duty. Also included are a breakdown of daily activities, brief description of various activities and start and completion times for each entry.

**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:** 10/2002

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon Municipal General Records Retention Schedule item 21-2 and County General Records Retention Schedule item 16-13.

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #18

**SERIES:** 24302

3

**TITLE:** Incident and case reports

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document the traffic accident and criminal investigations conducted by the Utah Highway Patrol officers in the course of their duties. Included are Incident Reports (HPF-26), State Accident Report Forms (DI-9), Driving Under the Influence (DUI) reports, witness statements (HPF-13), property inventory forms (HPF-36), evidence logs (HPF-100), laboratory reports, copies of impound reports (TC-540), diagrams and miscellaneous other documents. An incident report is generated for each call received and/or stop made by an officer. It identifies the reporting officer, location of incident, type of incident and may also include any assisting officers, names and identifying information of involved parties and vehicle information. If a report is taken a narrative will also be included. Other information in this records series includes names, addresses, ages, vehicle registrations, personal descriptions, blood alcohol levels, telephone numbers, signatures, victim information and photographs.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 01/2004

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #18

**SERIES:** 24302

**TITLE:** Incident and case reports

(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

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #18

**SERIES:** 24304

1

**TITLE:** Reference files

**DATES:** 1983-2013.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are documents retained strictly for reference and informational purposes which are not part of any other official files. They include copies of reports, studies, special compilations of data, periodicals, books, clippings, extra (non-record) copies of policy and procedure files, brochures, catalogs, vendor price lists, publications prepared internally and externally and non-record copies.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public