

## Retention and Classification Report

**Agency:** Department of Public Safety. Utah Highway Patrol. Section #14 (3170)

4501 South 2700 West  
Salt Lake City, UT 84114  
(801)965-4461

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

28587      Incident Reports

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #14

**SERIES:** 28587

3

**TITLE:** Incident Reports

**DATES:** 2003-

**ARRANGEMENT:** Numerical by incident 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 (Utah Code 63G-2-103(14)(2014)). 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 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s). This disposition is based on the administrative needs expressed by the agency. The records are subject to litigation, and the retention reflects their average length of use in court.

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**TITLE:** Incident Reports

(continued)

**PRIMARY DESIGNATION:**

Public                      Utah Code 63G-2-301(3)(g) 2013

**SECONDARY DESIGNATION(S):**

Protected.                      Utah Code 63G-2-305(10) 2013  
Private.                      Utah Code 63G-2-302(2)(d) 2013