

## Retention and Classification Report

**Agency:** Department of Public Safety. Driver License Division. Driver License Medical Advisory Board (3946)

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

28783      Medical Advisory Board hearing and meeting minutes

**AGENCY:** Department of Public Safety. Driver License Division. Driver License Medical Advisory Board

**SERIES:** 28783

3

**TITLE:** Medical Advisory Board hearing and meeting minutes

**DATES:** 1991-

**ARRANGEMENT:** Database, thereunder numerical by driver's license number.

**DESCRIPTION:**

These records support the agency's function to review and approve the Driver License Division's medical guidelines and standards, as well as adjudicate appeals regarding a medical denial or suspension of individual licenses (Utah Code 53-3-303.5(3)). Records include audio and written notes of the business conducted during open meetings and in some cases closed meetings, the deliberations of the appeals process, meeting minutes and medical case files associated with appeals which include pertinent diagnosis, treatments, test results and doctors' notes.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until imaged and quality checked and then destroy.

Computer data files: Retain in Office permanently.

Sound recordings: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records have historical evidentiary value as they provide a history of agency decision-making.

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(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(1)(b)(2015)

Protected. Utah Code 63G-2-305(32)(2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2015.