Retention and Classification Report

Agency: Department of Public Safety. Driver License Division. Administrative Programs Bureau (295)
4501 South 2700 West
P.O. Box 144501
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801-965-4783

Records Officer: _____

84446	Bank statements
25200	Commercial driver education school audit records
10675	Drivers License Division Headline News newsletter

AGENCY: Department of Public Safety. Driver License Division. Administrative Programs Bureau

SERIES: 84446 3
TITLE: Bank statements
DATES: 1980-
ARRANGEMENT: Alphabetical by station letter, thereunder chronological.
DESCRIPTION:

These are monthly statements showing the amount of money on deposit to the credit of the entity showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 7 years and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Public Safety. Driver License Division. Administrative Programs Bureau

SERIES: 25200 1
TITLE: Commercial driver education school audit records
DATES: 1993-
ARRANGEMENT: Alphabetical by school name
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These are records created by the agency while conducting audits on commercial driver education schools to ensure compliance with UCA 53-3-501, et seq., and Utah Administrative Code R708-2. "The division shall review the records of all schools at least annually and may observe the instruction given both in the classroom and behind the wheel. The division shall have the right to review the operation of the schools whenever the division deems it necessary to insure compliance with this rule" Utah Administrative Code R708-2-19 (2)(2003). Examples of specific audit duties include reviewing records documenting instruction of students and student test results. Information includes name and location of school, name of owner(s), date of audit, name of division employee performing the audit and audit findings.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Public Safety. Driver License Division. Administrative Programs Bureau

SERIES: 25200
TITLE: Commercial driver education school audit records

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008).

AGENCY: Department of Public Safety. Driver License Division. Administrative Programs Bureau

SERIES: 10675 3
TITLE: Drivers License Division Headline News newsletter
DATES: 1991-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Permanent. Retain for 2 month(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 months and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public