Retention and Classification Report

Agency: Department of Public Safety. Highway Safety Office (514)

3888 West 5400 South
Salt Lake City, UT 84118
801-957-8570

Records Officer: _____

26293	Annual crash summaries
19246	Correspondence
24960	Federal grant project records
26511	Grants project files
24288	Law enforcement overtime reimbursement requests

AGENCY: Department of Public Safety. Highway Safety Office

SERIES: 26293 3
TITLE: Annual crash summaries
DATES: 1973-
ARRANGEMENT: Chronological by year.
DESCRIPTION:

This series consists of annual crash summaries to identify trends and effects of traffic crashes in Utah. Reports since 1996 have been produced or researched by Utah CODES (Crash Outcome Data Evaluation System) at the Intermountain Injury Control Research Center, University of Utah School of Medicine. 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 until administrative need ends

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

AGENCY: Department of Public Safety. Highway Safety Office

SERIES: 26293
TITLE: Annual crash summaries

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Highway Safety Office

SERIES: 19246 3
TITLE: Correspondence
DATES: 1974-
ARRANGEMENT:
DESCRIPTION:

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements. Includes electronic mail that communicates the above.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Highway Safety Office

SERIES: 24960 3
TITLE: Federal grant project records
DATES: 1966-
ARRANGEMENT: Numerical by project number.
ANNUAL ACCUMULATION: 2.50 cubic feet.
DESCRIPTION:

These records contain documents used by the Highway Safety Office program managers to track highway safety projects which are funded using federal grant money. This tracking is required in 49 CFR 18.42. Each file typically contains the original grant application form with approval signatures, an authorization letter to spend the grant funds, monthly reports and samples of project documents (pamphlets, photos, etc.) on project activity, monitoring and final project reports, fiscal summaries, and copies of expenditure reports and/or individual invoices.

RETENTION:

Retain for 3 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after project is closed and then destroy.

APPRAISAL:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Department of Public Safety. Highway Safety Office

SERIES: 26511 3
TITLE: Grants project files
DATES: 2003-
ARRANGEMENT: Chronological, thereunder numerical by project number.
DESCRIPTION:

Contains documents pertaining to federal grants that are administered by agencies other than the National Highway Traffic Safety Administration and/or have effective dates different than the normal federal fiscal year. Project files contain the grant application with approval signature, correspondence, project activity and monitoring reports, fiscal summaries and expenditures. Predominately Office of Juvenile Justice grants.

RETENTION:

Retain for 3 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after grant year has expired and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Public Safety. Highway Safety Office

SERIES: 26511
TITLE: Grants project files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Department of Public Safety. Highway Safety Office

SERIES: 24288 3
TITLE: Law enforcement overtime reimbursement requests
DATES: ca. 2000-
ARRANGEMENT: Alphabetical by name of agency.
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These records document requests received by the agency for reimbursements to various law enforcement agencies throughout the state for Driving under the influence (DUI) overtime hours worked by officers. The funding for this program comes from a self-funded state grant and these reimbursement requests are maintained to assist in documenting the expenditure of grant monies. Information on the overtime sheets include name of requesting agency, name of officer, dates and hours worked, total of overtime hours worked, officer's hourly wage and amount requested. Also includes statistical summaries by agency, including dates, hours worked, number of impounds and number of citations issued.

RETENTION:

Retain for 3 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after expiration of grant and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Public Safety. Highway Safety Office

SERIES: 24288
TITLE: Law enforcement overtime reimbursement requests

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. Statistical information only

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.