Retention and Classification Report

Agency: Department of Public Safety (809)

4501 South 2700 West
Salt Lake City, UT 84119
801-965-4463

Records Officer: _____

29608	Annual Report
02266	Annual reports
02268	Correspondence
02275	Crash summary reports
80406	Grant awards
82975	Invoices
04548	Personnel selection records

AGENCY: Department of Public Safety

SERIES: 29608 3
TITLE: Annual Report
DATES: 2016-
ARRANGEMENT: chronological
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(7)(2017) and 9-7-208(4)(2006).

RETENTION:

Retain permanently

DISPOSITION:

May 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:

APPRAISAL:

These records have historical value(s).

AGENCY: Department of Public Safety

SERIES: 2266 3
TITLE: Annual reports
DATES: 1950-
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains reports of Department of Public Safety activities from the previous year with information pertaining to agency activities, agency staff, public safety, drivers licenses, emergency management, law enforcement, criminal identification, crime, fire, peace officers, and fiscal and financial operations.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series provides an overview of the primary functions and activities of the Department of Public Safety.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety

SERIES: 2268 3
TITLE: Correspondence
DATES: 1951-1978; 1982-
ARRANGEMENT: Alphanumerical.
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. Includes correspondence of Public Safety commissioners as well as department correspondence.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

These records document policy and programs through related correspondence.

AGENCY: Department of Public Safety

SERIES: 2268
TITLE: Correspondence

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety

SERIES: 2275 3
TITLE: Crash summary reports
DATES: 1955-
ARRANGEMENT: Chronological
DESCRIPTION:

This series contains reports created by the Department of Public Safety produced each year to identify and describe the trends and effects of traffic crashes in the state. The reports contain information pertaining to injuries, fatalities, crashes, alcohol, drugs, motorcycles, pedestrians, and bicycles.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

These records document statistics of traffic crash events and summarize yearly trends in vehicles, alcohol, drugs, fatalities, injuries, pedestrians, and bicycle crashes.

AGENCY: Department of Public Safety

SERIES: 2275
TITLE: Crash summary reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety

SERIES: 80406 1
TITLE: Grant awards
DATES: 1990-
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain quarterly narrative reports and projects utilizing grant funds, stating the rates and amounts of grant funds being used. Included are letters of approval for grant funds to various law enforcement agencies, audit reports of grant funds, and accounting reports determining how efficient the grant funds are being utilized.

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 proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after grant has expired and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety

SERIES: 82975 3
TITLE: Invoices
DATES: 1980-
ARRANGEMENT: Numerical by invoice number
DESCRIPTION:

This is a standard Public Safety invoice used specifically for the Diviison of Utah Highway Patrol. INCLUDES who was sold to, invoice number, quantity, description of materials being sold, P.O. number, invoice number, date, unit price, total amount to be purchased, total amount due, and authorized signature for purchase.

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:

Paper copy: Retain in Office for 7 years and then destroy.

APPRAISAL:

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

The invoice retained by the Utah Highway Patrol is a copy. The original is given to the customer.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety

SERIES: 4548 3
TITLE: Personnel selection records
DATES: 1977-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Correspondence, letters, telegrams, offering appointments to potential employees. These files contain offers that are declined. Those offers accepted will be maintained in the employee personnel file.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until hiring decision is made and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

PRIMARY DESIGNATION:

Private