Retention and Classification Report

Agency: Department of Public Safety. Utah Highway Patrol. Section #16 (3156)

2700 South 1842 West, Ste 10
West Valley City, UT 84119-2396

Records Officer: _____

24119	Section 16 citations
24116	Section 16 incident/accident/dui reports
24118	Section 16 personnel transfers
24117	Special emergency response team files

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #16

SERIES: 24119 3
TITLE: Section 16 citations
DATES: 1994-
ARRANGEMENT: Numerical by citation number
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This series contains the officer's copy of citations issued while assigned to Section 16 of the Utah Highway Patrol. Citation information includes name, address, driver license number, citation number, vehicle license number.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2002

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).

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #16

SERIES: 24116 3
TITLE: Section 16 incident/accident/dui reports
DATES: 1994-
ARRANGEMENT: Numerical by case number.
ANNUAL ACCUMULATION: 6.00 cubic feet.
DESCRIPTION:

This series contains DUI, Incident, and Accident reports for section 16 of the Utah Highway Patrol. Additional information in this series includes name, address, phone number, number of offenses, blood alcohol levels, and signatures of those involved.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2002

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).

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #16

SERIES: 24118 3
TITLE: Section 16 personnel transfers
DATES: 1996-
ARRANGEMENT: Alphabetical thereunder numerical
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This series contains copies of records from the personnel files of Section 16 employees who transfer to assignments in other areas. These are maintained for reference purposes. Information includes copies of weekly timesheets, overtime forms, driving under the influence (DUI) citations, vehicle impound forms and receipts for checks issued to officers for court appearances.

RETENTION:

Retain for 1 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2002

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months after the person has been transferred from Section 16 and then transfer to State Records Center. Retain in State Records Center for 6 months and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #16

SERIES: 24117 3
TITLE: Special emergency response team files
DATES: 1996-
ARRANGEMENT: Numerical
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This series contains the records describing the operations of the Special Emergency Response Team (S.E.R.T.) squad. Also included are reports and tapes of each incident.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2002

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).