

Retention Schedule #29959:

Telematics data

For submission to the Records Management Committee, May 2020

Agency: Division of Fleet Operations (within the Department of Administrative Services)

Archives RIM specialist: Renée Wilson

1. What's changing

This is a **new** retention schedule.

2. The retention schedule to be approved

Retention and Classification Report

Agency: Department of Administrative Services. Division of Fleet Operations

4315 South 2700 West, 3rd Floor
PO Box 141117
Taylorsville, UT 8412-2128

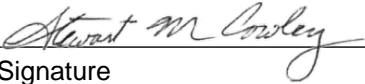
Records Officer: Lisa Rix

29959 Telematics data

Retention Schedule(s) for the record series listed above have been examined and approved for submission to the State Records Management Committee.

Stewart Cowley

Chief Administrative Officer (print)



Signature

Director, Division of Fleet Operations

Title

05/12/2020

Date

Utah State Archives

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 29959

TITLE: Telematics data

DATES: 2017-

ARRANGEMENT: Database.

DESCRIPTION:

Telematics data is generated by specially-equipped State vehicles and gathered by the agency in order to efficiently and safely provide and monitor the use of a fleet of vehicles for the State. Information [or data] includes vehicle status and usage, driving conditions, repair needs, driver actions, GPS location, load weight, and similar information.

Data related to an incident are shared with another agency and kept by that agency for legal purposes (see retention schedule #59928).

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then delete provided incident-related data has been shared with Risk Management.

APPRAISAL:

These records have administrative value(s).

This data is created and stored via a third-party application; such data is still considered "in office," as the agency retains legal custody of the data.

Utah State Archives

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 29959

TITLE: Telematics data

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(h) and (2)(d) (2019)

3. Explanation

Background

This new retention schedule was created to account for the voluminous data created by the agency's use of the [GeoTab](#) application within some (not all) of the state's fleet vehicles. GeoTab automatically collects a wide range of data (called telematics) about the car and driving conditions, such as car speed, GPS location, engine status, tire pressure, cargo weight, outside temperature, brake pressure applied, cruise control settings, maintenance needed, and maintenance performed, to name a few. Data is retained within the GeoTab application, which can be set to delete the data automatically once it meets retention.

This data typically has only transitory value, but if there's an accident, a copy of the crash data is pulled by Fleet and sent to the Division of Risk Management ("Risk") to be retained and used in any legal matters. Crash data which is sent to the Division of Risk Management becomes part of Risk's records, and is included in Risk's retention schedule [59928: Claims records](#).

The Division of Fleet Operations and Division of Risk Management have held numerous meetings over the past few years--to some of which the Archives were kindly invited--to discuss all aspects of the telematics data, including Fleet's processes and use of the data, Risk's processes and use of the data, how the two divisions communicate the data to each other, any related records, and many related issues.

Applicable Utah Law & Administrative Code

Duties of the Division of Fleet Operations

[Utah Code 63A-9-401](#). Division -- Duties (2015), specifically (1)(c).

Administrative Code

[Utah Administrative Code R27](#). Administrative Services, Fleet Operations (2019).

4. Records Management Committee copy for signatures

Retention and Classification Report

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Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (Utah Code 63-2-101).

The Agency classifies its records under provisions of the Government Records Access and Management Act (Utah Code 63-2-101).
Classifications have not been approved by the State Records Management Committee.

This agency retention schedule was approved by the State Records Management Committee in _____.

Kendra Yates
Chief Records Officer
Utah Division of Archives & Records Service

Joshua Bullough
Chair
State Records Management Committee

Date: _____

Date: _____

Utah State Archives

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