

SCHEDULE 1  
UTAH HIGHWAY PATROL RECORDS

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CITATIONS (Item 1-3)

These records document traffic infringement citations and warning citations issued by officers of the Utah Highway Patrol. Information includes personal information of the defendant and vehicle description information. These records also contain a description of the charges against the defendant including appropriate state, county, or city code citation as well as location, date, and time of alleged offense. The signature and badge number of the reporting officer and the date and address of the defendant's hearing are also included.

RETENTION

Retain for 10 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: Utah Code 63G-2-302(2)(d) 2013

Protected: Utah Code 63G-2-305(10) 2013

CLOSED MEETING RECORDS (Item 1-60)

Recordings are required for the closed portion of meetings of a public body, except as provided by statute. The recording is the official record of a closed meeting (Utah Code 52-4-206(2)(2014)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Protected: Utah Code 63G-2-305(32) and Utah Code 52-4-206(5)(2010).

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**EVIDENCE RECORDS** (Item 1-8)

These records track all incoming evidence collected by Utah Highway Patrol officers. Information includes the case number or owner of evidence received, the list of evidence items, the reason for the collection of evidence, and the name of the officer submitting the evidence. Information also includes weapon disposal, disposal area to which evidence is released, and date and authorization of release. Violent felony records including homicide, sexual assault and fatal crashes are not included in this schedules.

**RETENTION**

Retain for 10 years after adjudication and then destroy.

**SUGGESTED PRIMARY CLASSIFICATION**

Protected: Utah Code 63G-2-305(10)2013.

**OPEN MEETING MINUTES & PUBLIC MATERIALS** (Item 1-59)

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

**RETENTION**

Permanent. May be transferred to the State Archives.

**SUGGESTED PRIMARY CLASSIFICATION**

Public.

**OPEN MEETING RECORDINGS** (Item 1-65)

Audio or video recordings document what transpired in open meetings of public bodies and are the official record of the meeting until the meeting minutes are approved (Utah Code 52-4-203(2014)).

**RETENTION**

Retain for 3 years after official written minutes are approved and then destroy.

**SUGGESTED PRIMARY CLASSIFICATION**

Public.

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SCHEDULING RECORDS

(Item 1-9)

These records document the work schedules and assignments of Utah Highway Patrol field personnel. Information includes the assigned division and district as well as dates and schedule details for a work week. Name and badge number of each officer are also included.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Protected: Any information concerning undercover operations  
Utah Code 63G-2-301(2)(b)(i)(2013)