

# Retention Schedule #29959:

## Telematics data

*For submission to the Records Management Committee, April 2020*

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

**Archives RIM specialist:** Renée Wilson

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## 1. What's changing

This is a **new** retention schedule.

## 2. The retention schedule to be approved

### Retention and Classification Report

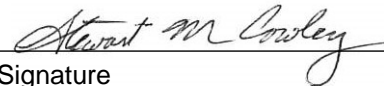
**Agency:** Department of Administrative Services. Division of Fleet Operations

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

**Records Officer:** Lisa Rix

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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  
04/14/2020  
Date

## 2. The retention schedule to be approved (continued)

**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 18 month(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 18 months 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.

## 2. The retention schedule to be approved (continued)

**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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Taylorsville, UT 8412-2128

**Records Officer:** Lisa Rix

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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: \_\_\_\_\_

#### 4. Records Management Committee copy for signatures (continued)

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