

Retention and Classification Report

Agency: Attorney General's Office. Civil Department. Tax and Financial Services Division
(69)
Heber M. Wells Bldg., 5th Floor
P.O. Box 140874
Salt Lake City, UT 84114-0874
801-538-1324

Records Officer: _____

| | |
|-------|-----------------------------------|
| 04151 | Financial Institutions case files |
| 09982 | Insurance Department case files |
| 04166 | Tax Commission case files |
| 00290 | Tax Division case files |

AGENCY: Attorney General's Office. Civil Department. Tax and Financial Services Division

SERIES: 4151

3

TITLE: Financial Institutions case files

DATES: 1980-

ARRANGEMENT: Alphabetical by case name

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These files document the legal cases for the Department of Financial Institutions. The Attorney General's office is responsible for representing state agencies in legal actions brought against them, (UCA 67-5-3 thru 67-5-5 (1991)). These files provide the Attorney General's office with documentation essential for representing the Department of Financial Institutions. Information includes pleadings, correspondence, attorney's research and notes, court orders, and affidavits.

RETENTION:

Retain for 10 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the needs expressed by the agency.

AGENCY: Attorney General's Office. Civil Department. Tax and Financial Services Division

SERIES: 4151

TITLE: Financial Institutions case files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Protected. Attorney's research and notes

AGENCY: Attorney General's Office. Civil Department. Tax and Financial Services Division

SERIES: 9982

3

TITLE: Insurance Department case files

DATES: 1980-

ARRANGEMENT: Alphabetical by case name

ANNUAL ACCUMULATION: 21.00 cubic feet.

DESCRIPTION:

These files document the legal cases for the Insurance Department. The Attorney General's office is responsible for representing state agencies in legal actions brought against them, (UCA 67-5-3-5 thru 67-5-5 (1991)). These files provide the Attorney General's office with documentation essential for representing the Insurance Department. Information includes pleadings, correspondence, attorney's research and notes, court orders, complaints, and affidavits.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the needs expressed by the agency.

AGENCY: Attorney General's Office. Civil Department. Tax and Financial Services Division

SERIES: 9982

TITLE: Insurance Department case files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

| | |
|-------------|-------------------------------|
| Controlled. | Personality inventory |
| Protected. | Attorney's research and notes |

AGENCY: Attorney General's Office. Civil Department. Tax and Financial Services Division

SERIES: 4166

3

TITLE: Tax Commission case files

DATES: 1903-

ARRANGEMENT: Alphabetical by case name

ANNUAL ACCUMULATION: 40.00 cubic feet.

DESCRIPTION:

These files document the legal cases for the Utah State Tax Commission. The Attorney General's office is responsible for representing state agencies in legal actions brought against them, (UCA 67-5-3 thru 67-5-5 (1991)). These files provide the Attorney General's office with the documentation essential for representing the Tax Commission. Information includes pleadings, correspondence, attorney's research and notes, court orders, complaints, and affidavits.

RETENTION:

Retain for 10 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until case is resolved and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the needs expressed by the agency.

AGENCY: Attorney General's Office. Civil Department. Tax and Financial Services Division

SERIES: 4166

TITLE: Tax Commission case files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Protected. Attorney's research and notes

AGENCY: Attorney General's Office. Civil Department. Tax and Financial Services Division

SERIES: 290

3

TITLE: Tax Division case files

DATES: 1975-

ARRANGEMENT: Alphabetical by case name or designation.

DESCRIPTION:

These files document cases litigated by the Tax and Business Regulation Division of the Attorney General's Office. Information includes correspondence, assigned attorney, attorney work product, and affidavits.

RETENTION:

Retain for 15 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy provided appellate process has been completed.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2018.