Retention and Classification Report

Agency: Attorney General's Office. Civil Department. State Agency Counsel Division (2544)

P.O. Box 140857
Salt Lake City, UT 84114-0857

Records Officer: _____

25198	Department of Corrections legal case files
80413	Department of Human Services lawsuit files
25153	Division of Facilities and Construction Management case file
24958	Interstate agreement on detainer records
28798	Legal counsel records for the Department of Human Services
09602	Public Affairs Division case files

AGENCY: Attorney General's Office. Civil Department. State Agency Counsel Division

SERIES: 25198 3
TITLE: Department of Corrections legal case files
DATES: 1990-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

These working files document cases by the Criminal Division, Corrections section, of the Attorney General's Office. Agencies represented by this office include State Corrections, Adult Probation and Parole, and the Board of Pardons. Case files contain copies of pleadings, court documents, and depositions, correspondence and other attorney work product.

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: 01/2004

FORMAT MANAGEMENT:

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).

This disposition is based upon the administrative needs of the agency.

AGENCY: Attorney General's Office. Civil Department. State Agency Counsel Division

SERIES: 25198
TITLE: Department of Corrections legal case files

(continued)

PRIMARY DESIGNATION:

Protected	UCA 63G-2-305 (2008) Requests for access will be granted on a case by case basis after being reviewed by attorneys.

AGENCY: Attorney General's Office. Civil Department. State Agency Counsel Division

SERIES: 80413 3
TITLE: Department of Human Services lawsuit files
DATES: 1982-
ARRANGEMENT: Chronological by year thereunder alphabetical by name of plaintiff
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

This is a record of law suits filed against a bureau, division, and the department. This series includes any related correspondence, petitions, newsclippings, depositions, award notices, decisions, settlements, investigative reports, and related work papers.

RETENTION:

Permanent. Retain for 10 year(s) after resolution of issue

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after all action has been completed and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). Retention is at the request of the agency.

AGENCY: Attorney General's Office. Civil Department. State Agency Counsel Division

SERIES: 80413
TITLE: Department of Human Services lawsuit files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected.	Utah Code 63G-2-305(17) (2015)
Controlled.	the settlement
Private	

AGENCY: Attorney General's Office. Civil Department. State Agency Counsel Division

SERIES: 25153 1
TITLE: Division of Facilities and Construction Management case files
DATES: 1995-
ARRANGEMENT: Alphabetical by case name.
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

These records contain files created by the Attorney General's office representing the Division of Facilities and Construction Management. Files contain copies of building plans, contracts, agreements, and various information used in the construction of State owned buildings. May also include pleadings, court papers, depositions, and attorney's notes.

RETENTION:

Permanent. Retain for 40 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 39 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

This disposition is based upon the administrative needs of the agency and the secondary research value associated with these records.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (2008)

AGENCY: Attorney General's Office. Civil Department. State Agency Counsel Division

SERIES: 25153
TITLE: Division of Facilities and Construction Management case files

(continued)

SECONDARY DESIGNATION(S):

Public.	Requests for access to these records will be granted on a case by case basis after being reviewed by attorneys.

AGENCY: Attorney General's Office. Civil Department. State Agency Counsel Division

SERIES: 24958 3
TITLE: Interstate agreement on detainer records
DATES: 2002-
ARRANGEMENT: Alphabetical by name.
DESCRIPTION:

This series contains records that are used to facilitate the transfer of inmates currently serving a term of imprisonment who face untried criminal charges in another jurisdiction. To obtain the temporary custody of an inmate for prosecution purposes, the demanding state must complete certain forms. These forms help ensure that the requirements of the Interstate Agreement on Detainers are met (see UCA 77-29-5). Some IAD forms are sent to each state's Agreement Administrator for signature. Others are courtesy copies. These records may include copies of Interstate Agreement on Detainer forms such as: Evidence of Agents Authority to Act for Receiving State, Prosecutor's Acceptance of Temporary Custody, Prosecutor's Request for Temporary Custody and Offers to Deliver Temporary Custody. There may also be copies of Certificates of Inmate Status, Prosecutor's Report on Disposition of Charges, Prosecutor's Certification (for United States Department of Justice) and miscellaneous related correspondence.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

AGENCY: Attorney General's Office. Civil Department. State Agency Counsel Division

SERIES: 24958
TITLE: Interstate agreement on detainer records

(continued)

APPRAISAL:

These records have administrative, and/or legal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office. Civil Department. State Agency Counsel Division

SERIES: 28798 3
TITLE: Legal counsel records for the Department of Human Services
DATES: 1982-
ARRANGEMENT: Alphabetically by client name, thereunder by year.
DESCRIPTION:

These records support the agency's function to provide legal services for government agencies (Utah Code 67-5-3(2)(a) (2015)). Records document legal advice regarding drafted rules and legislation, administrative hearings, public record requests, contracts, administrative responses to discrimination complaints, and similar issues.

RETENTION:

Retain for 10 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after final action and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

Computer data files: Retain in Office for 10 years after final action and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Attorney General's Office. Civil Department. State Agency Counsel Division

SERIES: 28798
TITLE: Legal counsel records for the Department of Human Services

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(17 and 18) (2015)

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2016.

AGENCY: Attorney General's Office. Civil Department. State Agency Counsel Division

SERIES: 9602 3
TITLE: Public Affairs Division case files
DATES: 1965-
ARRANGEMENT: Alphabetical by case name, thereunder chronological by date
ANNUAL ACCUMULATION: 10.00 cubic feet.
DESCRIPTION:

These files document the litigation and actions taken by the Attorney General's Division of Public Affairs, on the behalf of state agencies. Information includes pleadings, court documents, correspondence, depositions, and attorney work product. Represented agencies include Department of Administrative Rules, Agriculture, Drivers License, Alcoholic Beverage Control, Health, Human Resources, Indian Affairs, Tobacco, Governor's Office, Lt. Governor' Office, Community and Economic Development, Public Utilities, National Guard, and Utah Occupational Health and Safety.

RETENTION:

Retain for 25 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: 06/1995

FORMAT MANAGEMENT:

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 25 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).

Pursuant to UCA 63G-2-305(16), (17), and (18), these records have legal value as they document litigation by the Public Affairs Division of the Attorney General's Office as it represents various state agencies.

AGENCY: Attorney General's Office. Civil Department. State Agency Counsel Division

SERIES: 9602
TITLE: Public Affairs Division case files

(continued)

PRIMARY DESIGNATION:

Protected — UCA 63G-2-305 (2008)

SECONDARY DESIGNATION(S):

Public. — Requests for access to these records will be granted on a case by case basis after being reviewed by attorneys.