

# Retention and Classification Report

**Agency:** Attorney General's Office (Utah). Civil Department. Litigation  
Division (1923)  
370 E South Temple  
Salt Lake City, UT 84114  
801-532-4818

**Records Officer:** Roberta Woodruff

00274 Litigated claims case files  
27520 \*Pelt v. Utah litigation case files  
09609 \*Time and attendance reports

**AGENCY:** Attorney General's Office (Utah). Civil Department. Litigation Division

**SERIES:** 274

3

**TITLE:** Litigated claims case files

**DATES:** 1965-

**ARRANGEMENT:** Alphabetical by case name, thereunder chronological by year.

**ANNUAL ACCUMULATION:** 150.00 cubic feet.

**DESCRIPTION:**

These files are created by staff attorneys and document litigation involving the state of Utah and its agencies as required by UCA 67-5-1(1) (1990). They include transcripts, case law, pleadings, correspondence, research, proceedings, briefs, trial transcripts, and motion copies. Additional information include age, appearance, assets, debts, birthdate and birthplace, family background, financial information, civil and criminal proceedings, medical information, psychiatric and psychological information, marital status, signature, social security number, tax information, and educational and employment history.

**RETENTION:**

Retain 10 years after case closes.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/2002

**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.

Computer data files: Retain in Office for 10 years after case closes and then delete.

**AGENCY:** Attorney General's Office (Utah). Civil Department. Litigation Division

**SERIES:** 274

**TITLE:** Litigated claims case files

(continued)

**APPRAISAL:**

Administrative Legal

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

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public.	UCA 63G-2-301(r) 1992
Protected.	UCA 63G-2-305(16) 1992
Controlled.	UCA 63G-2-304 1992

**AGENCY:** Attorney General's Office (Utah). Civil Department. Litigation Division

**SERIES:** 27520

3

**TITLE:** Pelt v. Utah litigation case files

**DATES:** 1933-2010.

**ARRANGEMENT:** By type of document thereunder numerical by document or box number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records document litigation against the State of Utah (Pelt, et al. v. State of Utah, et al., Case No. 2:92cv639) in United States District Court, for the District of Utah, Central Division. The state served as trustee in the administration of a royalty fund established by federal law for the benefit of Navajo Indians in San Juan County. The Attorney General's Office, Division of Litigation, defended the State of Utah. Types of documents collected include case materials: pleadings, correspondence, and research. Accounting materials; records of Utah's administration of the royalty fund; and records of other entities involved in the royalty fund are also included. A comprehensive index of these records is available.

**RETENTION:**

Retain 10 years after case closed

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/2010

**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 transfer to State Archives with authority to weed.

**AGENCY:** Attorney General's Office (Utah). Civil Department. Litigation Division

**SERIES:** 27520

**TITLE:** Pelt v. Utah litigation case files

(continued)

**APPRAISAL:**

Administrative Historical Legal

These records document litigation concerning the role of Utah as trustee in the administration of a royalty trust fund established by federal law. Net oil royalties were paid to the State in accordance with Public Law No. 403, 47 Stat. 1418,(1933) as amended by the Act of 1968, and 82 Stat. 121,(1968) for the health, education, and general welfare of the Navajo Indians residing in San Juan County, Utah. See also: UCA 63-22-1 et seq (1959); UCA 63-36-1 et seq (1967); UCA 63-36-2 et seq (1985); and UCA 63-36-2 et seq (1989).

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(9),(16),(17),&(18)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(a)&(b); UCA 63G-2-302(2)(d)  
Controlled. UCA 63G-2-304

**AGENCY:** Attorney General's Office (Utah). Civil Department. Litigation Division

**SERIES:** 9609

3

**TITLE:** Time and attendance reports

**DATES:** 1990-2010.

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

State employee time sheets, including Flextime Attendance Reports Supplemental time and attendance records, such as sign-in/sign-out sheets and work reports that are used for time accounting under flextime systems.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 25.

**AUTHORIZED:** 05/17/1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public