

Retention and Classification Report

Agency: Attorney General's Office (Utah). Civil Department. Environment and Health Division (1924)
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Records Officer: Shane Bekkemellom

09835 Environmental Quality case files
29145 Health Department legal case files
27207 Private fuel storage LLC case files
09837 *Time and attendance reports

AGENCY: Attorney General's Office (Utah). Civil Department. Environment and Health Division
SERIES: 9835 3
TITLE: Environmental Quality case files
DATES: 1980-
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION: 15.00 cubic feet.
DESCRIPTION:

These files document cases litigated by the Environment Division of the Attorney General's Office. Information includes correspondence, attorney notes and work product.

RETENTION:

Retain 10 years.

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: 12/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

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

AGENCY: Attorney General's Office (Utah). Civil Department. Environment and Health Division

SERIES: 9835

TITLE: Environmental Quality case files

(continued)

PRIMARY DESIGNATION:

Protected

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: Attorney General's Office (Utah). Civil Department. Environment and Health Division

SERIES: 29145

3

TITLE: Health Department legal case files

DATES: 1989-

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

ANNUAL ACCUMULATION:

DESCRIPTION:

The Attorney General's Office represents and provides legal advice to the Department of Health in legal matters, including administrative and judicial actions, legislative and administrative rules issues, and special projects. Records include investigative reports, memoranda, attorney and staff notes, correspondence, pleadings, audio and video recordings, legal research, court documents, and retained case file copies of documentary evidence and exhibits.

RETENTION:

Retain 15 years after case closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/2017

FORMAT MANAGEMENT:

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

Computer data files: Retain in Office for 15 years after case closed and then delete.

Sound recordings: Retain in Office for 15 years after case is closed and then erase.

Video recordings master: Retain in Office for 15 years after case is closed and then destroy.

AGENCY: Attorney General's Office (Utah). Civil Department. Environment and Health Division

SERIES: 29145

TITLE: Health Department legal case files

(continued)

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2016)
Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Attorney General's Office (Utah). Civil Department. Environment and Health Division

SERIES: 27207

3

TITLE: Private fuel storage LLC case files

DATES: 1997-

ARRANGEMENT: Alphanumerical by type

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are case files of the Private Fuel Storage LLC. The files include information documenting environmental disputes with this spent nuclear fuel facility. The files are segregated from other case files because of their voluminous quantity and long litigation history. Records include the company's license application to the Nuclear Regulatory Commission (NRC) for storage of high level waste on the Skull Valley Goshute Indian Reservation, Tooele County, and related technical documents. Records include litigation in the NRC licensing proceeding (Docket No. 72-22) and related judicial appeals. Records include Bureau of Indian Affairs (BIA) documents, copies of Freedom of Information Act (FOIA) documents, and copies of Utah State laws concerning high level nuclear waste. Files may also include research notes and general information.

RETENTION:

Retain 20 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: 05/2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 18 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

Digital Versatile Disk - Read Only: Retain in Office for 2 years

AGENCY: Attorney General's Office (Utah). Civil Department. Environment and Health Division

SERIES: 27207

TITLE: Private fuel storage LLC case files

(continued)

and then transfer to State Records Center. Retain in State Records Center for 18 years and then destroy.

APPRAISAL:

Administrative Legal

THESE RECORDS ARE CONFIDENTIAL LITIGATION FILES; ANY REQ INFORMATION SHOULD GO THROUGH THE UTAH ATTORNEY GENE Utah Code 63G-2-305(2),(4),(16-18),(23),(33) (2008)

Records that contain historical records documenting lasting effects on the environment and/or history of Utah are preserved elsewhere.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(2),(4),(16-18),(23),(33)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G2-302

Public

AGENCY: Attorney General's Office (Utah). Civil Department. Environment and Health Division

SERIES: 9837

3

TITLE: Time and attendance reports

DATES: undated.

ARRANGEMENT: None

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: 07/10/1991

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public