

# Retention and Classification Report

**Agency:** Attorney General's Office. Education Division (1925)

Heber M. Wells Bldg., 5th Floor  
160 East 300 South, P.O. Box 140853  
Salt Lake City, UT 84114-0853

**Records Officer:** Missy Larsen

09983 Education legal files

**AGENCY:** Attorney General's Office. Education Division

**SERIES:** 9983

3

**TITLE:** Education legal files

**DATES:** 1970-

**ARRANGEMENT:** Chronological, thereunder alphabetical by case name

**ANNUAL ACCUMULATION:** 7.00 cubic feet.

**DESCRIPTION:**

These records document the legal files created for the Office of Education. The Attorney General's office is responsible for representing state agencies in legal actions brought against them (UCA 67-3 thru 67-5-5 (1991)). Specifically, the Education Division provides legal services for higher education institutions, Board of Regents, State Board of Education, State Office of Rehabilitation (USOR), State Office of Education (USOE), Utah Schools for the Deaf and Blind, and Applied Technology Centers. Information includes case files, investigative reports and claims, questions, complaints, personnel matters, attorney's research notes and work product, law and discovery documents, correspondence, pleadings, and affidavits.

**RETENTION:**

Retain 20 years.

**DISPOSITION:**

Transfer to the State Archives permanently.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 19 years and then transfer to State Archives.

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**SERIES:** 9983

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(continued)

**APPRAISAL:**

Administrative

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

**PRIMARY CLASSIFICATION:**

Protected

**SECONDARY CLASSIFICATION(S):**

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

Controlled. UCA 63G-2-304 (2008)