

# Retention and Classification Report

**Agency:** Attorney General's Office (Utah). Civil Department. 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:** Donna Arrigo

09983 Education legal files

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

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1997

**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 19 years and then transfer to State Archives.

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**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed  
by the agency.

**PRIMARY DESIGNATION:**

Protected

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2008)  
Controlled. UCA 63G-2-304 (2008)