

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 20 years.

DISPOSITION:

Transfer to the State Archives permanently.

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.

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

SERIES: 9983

TITLE: Education legal files

(continued)

APPRAISAL:

Administrative

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)