

Retention and Classification Report

Agency: Attorney General's Office (Utah). Human Services Division
(1926)
Human Services Division
Heber Wells Building, 6th floor
Salt Lake City, UT 84111

Records Officer

17940 *Administrative files
21998 *Correspondence

AGENCY: Attorney General's Office (Utah). Human Services Division

SERIES: 17940

3

TITLE: Administrative files

DATES: 1984-2010.

ARRANGEMENT: Alphabetical by subject, thereunder chronological

DESCRIPTION:

Record of all memoranda and correspondence generated by an agency and retained only for reference purposes.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 3.

AUTHORIZED: 10/10/1996

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Attorney General's Office (Utah). Human Services Division

SERIES: 21998

3

TITLE: Correspondence

DATES: 1981-1995.

ARRANGEMENT: Alphabetical by attorney, thereunder chronological

DESCRIPTION:

The Human Services division of the Attorney General's office was dissolved. records kept under former division number 1926, are now (2010) kept under agency #2605 Child and Family Services division of the Attorney General's Office.

RETENTION:

Retain administrative need.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

All Formats: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.