

# 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

1

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**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:**

These records have administrative value(s).

**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 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:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.