

# Retention and Classification Report

**Agency:** Attorney General's Office (Utah). Criminal Department. White Collar and Commercial Enforcement Division (1927)  
Heber M. Wells Bldg., 5th Floor  
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**Records Officer:** Shayla Shepherd

09610 Administrative case files  
28922 Commerce legal case files  
00141 Consumer protection case files  
28923 Corporations legal case files  
22220 Division of Real Estate closed case files  
14213 Occupational and professional licensing case files  
00176 \*Private corporations' annual reports  
09592 Securities case files  
04992 \*Unfair trade case files  
00251 \*United States versus Utah land case transcripts  
00257 \*Utah versus Beatrice foods transcripts

**AGENCY:** Attorney General's Office (Utah). Criminal Department. White Collar and Commercial Enforcement Division

**SERIES:** 9610

3

**TITLE:** Administrative case files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These files document court cases that are handled by staff attorneys and include investigations of violations of Utah statutes that are not connected with State agencies. Information includes court documents, attorney work product, correspondence, research, litigation, and evidence.

**RETENTION:**

Retain 15 years after case is closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1994

**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 14 years and then destroy.

**APPRAISAL:**

Administrative Historical

This disposition is based on the secondary historical value to researchers interested in the administrative actions of the Attorney General's Office and the administrative needs expressed by the agency.

**AGENCY:** Attorney General's Office (Utah). Criminal Department. White Collar and Commercial Enforcement Division

**SERIES:** 9610

**TITLE:** Administrative case files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 62-2-304(16) (2008)

**AGENCY:** Attorney General's Office (Utah). Criminal Department. White Collar and Commercial Enforcement Division

**SERIES:** 28922 3

**TITLE:** Commerce legal case files

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by case name, thereunder chronological by year.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The Attorney General's Office represents and provides general legal advice to the Department of Commerce in various legal matters, including administrative and judicial actions, legislative and administrative rules issues, and special projects. Records include investigative reports, memoranda, attorney and staff notes, correspondence, pleadings, audio and video recordings, legal research, court documents, and documentary evidence and exhibits.

**RETENTION:**

Retain 15 years after case is closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/2016

**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 14 years and then destroy.

Computer data files: Retain in Office for 15 years after case is closed and then delete.

Sound recordings: Retain in Office for 15 years after case is closed and then erase.

Video recordings master: Retain in Office for 15 years after case is closed and then destroy.

**AGENCY:** Attorney General's Office (Utah). Criminal Department. White Collar and Commercial Enforcement Division

**SERIES:** 28922

**TITLE:** Commerce legal case files

(continued)

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(17) and (18) (2015)

Private. Utah Code 63G-2-302(2)(d) (2016)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2016.

**AGENCY:** Attorney General's Office (Utah). Criminal Department. White Collar and Commercial Enforcement Division

**SERIES:** 141

3

**TITLE:** Consumer protection case files

**DATES:** 1972-

**ARRANGEMENT:** Numerical by case number.

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These files document cases referred to the Attorney General's Office for litigation by the Department of Commerce, Division of Consumer Protection. An assistant attorney general representing the Division of Consumer Protection investigates violations of consumer protection statutes and conducts procecutorial procedures against violators. There may be cases where no referral is made to the Attorney General's Office and are investigated and procecuted by the Division of Consumer Protection. In addition, there are some cases that do not result in litigation. Information includes attorney work product, court documents, investigative reports, correspondence, and some evidence.

**RETENTION:**

Retain 15 years after case closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1999

**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 14 years and then destroy.

**APPRAISAL:**

Administrative

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

**AGENCY:** Attorney General's Office (Utah). Criminal Department. White Collar and Commercial Enforcement Division

**SERIES:** 141

**TITLE:** Consumer protection case files

(continued)

**PRIMARY DESIGNATION:**

Public            Cases going to court are public

**SECONDARY DESIGNATION(S):**

Protected.        Attorney work product and notes, commercially sensitive business information

**AGENCY:** Attorney General's Office (Utah). Criminal Department. White Collar and Commercial Enforcement Division

**SERIES:** 28923

3

**TITLE:** Corporations legal case files

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by case name, thereunder chronological by year.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The Attorney General's Office represents and provides general legal advice to the Department of Commerce, Division of Corporations in various legal matters, including administrative and judicial actions, legislative and administrative rules issues, and special projects, executed in order to restrain and prohibit corporations from acting illegally (Utah Code 67-5-1(13) (2016)). Records include investigative reports, memoranda, attorney and staff notes, correspondence, pleadings, audio and video recordings, legal research, court documents, and documentary evidence and exhibits.

**RETENTION:**

Retain 15 years after case is closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/2016

**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 14 years and then destroy.

Computer data files: Retain in Office for 15 years after case is closed and then delete.

Sound recordings: Retain in Office for 15 years after case is closed and then erase.

Video recordings master: Retain in Office for 15 years after case is closed and then destroy.



**AGENCY:** Attorney General's Office (Utah). Criminal Department. White Collar and Commercial Enforcement Division

**SERIES:** 28923

**TITLE:** Corporations legal case files

(continued)

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(17) and (18) (2015)

Private. Utah Code 63G-2-302(2)(d) (2016)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2016.

**AGENCY:** Attorney General's Office (Utah). Criminal Department. White Collar and Commercial Enforcement Division

**SERIES:** 22220

3

**TITLE:** Division of Real Estate closed case files

**DATES:** 1993-

**ARRANGEMENT:** Alphabetical by surname or subject

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These records are created and used in the course of the Attorney General's representation of the Department of Commerce, Division of Real Estate in various legal matters, including administrative and judicial actions, legislative and rules issues, real estate issues, special projects, and general legal advice. Information includes investigative reports, memoranda, attorney and staff notes, correspondence, pleadings, audio and video tapes, legal research, court documents, documentary evidence and exhibits, and photographs.

**RETENTION:**

Retain 20 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1999

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits and litigation.

**AGENCY:** Attorney General's Office (Utah). Criminal Department. White Collar and Commercial Enforcement Division

**SERIES:** 22220

**TITLE:** Division of Real Estate closed case files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

Protected. UCA 63G-2-305 (2008)

**AGENCY:** Attorney General's Office (Utah). Criminal Department. White Collar and Commercial Enforcement Division

**SERIES:** 14213 3

**TITLE:** Occupational and professional licensing case files

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by case name, thereunder chronological by year

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These files are created by staff attorneys and document litigation involving the state of Utah and its agencies (Commerce-Occupational Licensing) as required by UCA 67-5-1(1) (1990). They include transcripts, case law, pleadings, correspondence, research, proceedings, briefs, trial transcripts, and motion copies. Additional information include age, appearance, assets, debts, birthdate and birthplace, family background, financial information, civil and criminal proceedings, medical information, psychiatric and psychological information, marital status, signature, social security number, tax information, and educational and employment history.

**RETENTION:**

Retain 15 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy.

**APPRAISAL:**

Administrative

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

**AGENCY:** Attorney General's Office (Utah). Criminal Department. White Collar and Commercial Enforcement Division

**SERIES:** 14213

**TITLE:** Occupational and professional licensing case files

(continued)

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Attorney General's Office (Utah). Criminal Department. White Collar and Commercial Enforcement Division

**SERIES:** 176 3

**TITLE:** Private corporations' annual reports

**DATES:** 1977-2015.

**ARRANGEMENT:** Alphanumerical.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 10/07/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

Disposition based on the value of these records in demonstrating a regulatory link between government and private industry.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah). Criminal Department. White Collar and Commercial Enforcement Division

**SERIES:** 9592

3

**TITLE:** Securities case files

**DATES:** 1989-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These files document cases referred to the Attorney General's Office from the Department of Commerce, Securities Division, for litigation action. Assistant Attorney Generals that represent the Securities Division refer cases to be prosecuted when violations of Utah Security statutes are alleged to have occurred. Some of these investigations result in no litigation. Others are prosecuted by the Securities Division on their own. Information includes attorney work product, investigative reports, court documents, correspondence, research, and some evidence. Also, there may be some photographs, sound and video recordings included in the case files.

**RETENTION:**

Retain 10 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:** 03/1999

**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 9 years and then transfer to State Archives.

**APPRAISAL:**

Administrative

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

**AGENCY:** Attorney General's Office (Utah). Criminal Department. White Collar and Commercial Enforcement Division

**SERIES:** 9592

**TITLE:** Securities case files

(continued)

**PRIMARY DESIGNATION:**

Public            All cases that go to court are public

**SECONDARY DESIGNATION(S):**

Protected.        Attorney work product, commercially sensitive business information



**AGENCY:** Attorney General's Office (Utah). Criminal Department. White Collar and Commercial Enforcement Division

**SERIES:** 4992

3

**TITLE:** Unfair trade case files

**DATES:** 1978-1980.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records contain unfair trade case files.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

These records document unfair trade issues in Utah 1927.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah). Criminal Department. White Collar and Commercial Enforcement Division

**SERIES:** 251

3

**TITLE:** United States versus Utah land case transcripts

**DATES:** 1919.

**ARRANGEMENT:** Alphanumerical.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records are transcriptions of a trial about land -- United States versus Utah.1919.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

These records document land ownership and use laws in Utah: 1919.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah). Criminal Department. White Collar and Commercial Enforcement Division

**SERIES:** 257

3

**TITLE:** Utah versus Beatrice foods transcripts

**DATES:** 1970-1971.

**ARRANGEMENT:** Alphanumerical.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.