

Retention and Classification Report



Agency: Attorney General's Office. Commercial Enforcement Division
(1927)
State Capitol 236
Salt Lake City, UT 84114

Records Officer: Shayla Shepherd
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AGENCY: Attorney General's Office. Commercial Enforcement Division

SERIES: 9610

3

TITLE: Administrative case files

VARIANT: 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.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1994.

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 provided no pending litigation.

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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Attorney General's Office. Commercial Enforcement Division

SERIES: 9610

TITLE: Administrative case files

(continued)

SECONDARY CLASSIFICATION(S):

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

AGENCY: Attorney General's Office. Commercial Enforcement Division

SERIES: 9593

3

TITLE: Anti-trust case files

DATES: 1968-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These files document investigations by the Attorney General's Office of anti-trust violations to determine whether or not to prosecute violations of Utah anti-trust statutes. Some investigations do not result in litigation. Information includes attorney work product, investigative reports, court documents, research, and evidence.

RETENTION:

Retain 15 years.

DISPOSITION:

Destroy provided no pending action or litigation

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1999.

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 provided no pending action or litigation.

APPRAISAL:

Administrative

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

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(9)(a)-(e)and UCA 63G-2-305(17)

AGENCY: Attorney General's Office. Commercial Enforcement Division

SERIES: 9593

TITLE: Anti-trust case files

(continued)

SECONDARY CLASSIFICATION(S):

Protected. UCA 77-22-2 (court order)

AGENCY: Attorney General's Office. 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 procecutied 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1999.

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 provided no pending action or litigation.

APPRAISAL:

Administrative

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

PRIMARY CLASSIFICATION:

Public Cases going to court are public

AGENCY: Attorney General's Office. Commercial Enforcement Division

SERIES: 141

TITLE: Consumer protection case files

(continued)

SECONDARY CLASSIFICATION(S):

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

AGENCY: Attorney General's Office. Commercial Enforcement Division

SERIES: 22220

3

TITLE: Division of Real Estate closed case files

VARIANT: Closed real estate 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 provided no pending action or litigation.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1999.

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 provided no pending action or litigation.

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. Commercial Enforcement Division

SERIES: 22220

TITLE: Division of Real Estate closed case files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

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

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

AGENCY: Attorney General's Office. Commercial Enforcement Division

SERIES: 14213

3

TITLE: Occupational and professional licensing case files

VARIANT Business registration 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/1999.

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 provided no pending action or litigation.

APPRAISAL:

Administrative

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

AGENCY: Attorney General's Office. Commercial Enforcement Division

SERIES: 14213

TITLE: Occupational and professional licensing case files

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Attorney General's Office. Commercial Enforcement Division

SERIES: 176

3

TITLE: Private corporations' annual reports

DATES: 1977-

ARRANGEMENT: Alphanumerical.

ANNUAL ACCUMULATION:

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical. If unique, see Schedule 1 Item 44.

RETENTION:

Retain 3 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Attorney General's Office. 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1999.

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. Commercial Enforcement Division

SERIES: 9592

TITLE: Securities case files

(continued)

PRIMARY CLASSIFICATION:

Public All cases that go to court are public

SECONDARY CLASSIFICATION(S):

Protected. Attorney work product, commercially sensitive business
information

AGENCY: Attorney General's Office. 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.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

These records document unfair trade issues in Utah 1927.

PRIMARY CLASSIFICATION:

Public

AGENCY: Attorney General's Office. 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.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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.

AGENCY: Attorney General's Office. Commercial Enforcement Division

SERIES: 257

3

TITLE: Utah versus Beatrice foods transcripts

DATES: 1970-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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