

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

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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.