

# Retention and Classification Report

**Agency:** Attorney General's Office (Utah). Civil Department. State Agency  
Counsel Division (2544)  
P.O. Box 140857  
Salt Lake City, UT 84114-0857

**Records Officer:** Sherri Cornell

25154 \*2002 Winter Olympic Games case files  
25198 Department of Corrections legal case files  
80413 Department of Human Services lawsuit files  
25153 Division of Facilities and Construction Management case file  
24958 Interstate agreement on detainer records  
28798 Legal counsel records for the Department of Human Services  
09602 Public Affairs Division case files

**AGENCY:** Attorney General's Office (Utah). Civil Department. State Agency  
Counsel Division

**SERIES:** 25154

3

**TITLE:** 2002 Winter Olympic Games case files

**DATES:** 1995-2003.

**ARRANGEMENT:** Alphabetical by case name.

**DESCRIPTION:**

This series contains case files of various state agencies connected with the Winter Olympic Games. Documents may include contracts, agreements, and attorney work product created as a result of each case. Agencies represented include the State Olympic Office, Salt Lake Organizing Committee (SLOC), Utah Sports Authority, Winter Sports Park, and Utah Olympic Safety Command (UOPSC).

**RETENTION:**

Retain 40 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 38 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

This disposition is based upon the administrative needs of the agency and the historical value of records documenting the 2002 Winter Olympic Games.

**AGENCY:** Attorney General's Office (Utah). Civil Department. State Agency  
Counsel Division

**SERIES:** 25154

**TITLE:** 2002 Winter Olympic Games case files

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 (2008)

**SECONDARY DESIGNATION(S):**

Public. Requests for access to these records will be granted on a  
case by case basis after being reviewed by attorneys.

**AGENCY:** Attorney General's Office (Utah). Civil Department. State Agency  
Counsel Division

**SERIES:** 25198

3

**TITLE:** Department of Corrections legal case files

**DATES:** 1990-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These working files document cases by the Criminal Division, Corrections section, of the Attorney General's Office. Agencies represented by this office include State Corrections, Adult Probation and Parole, and the Board of Pardons. Case files contain copies of pleadings, court documents, and depositions, correspondence and other attorney work product.

**RETENTION:**

Retain 10 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:** 01/2004

**FORMAT MANAGEMENT:**

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

**APPRAISAL:**

Administrative Legal

This disposition is based upon the administrative needs of the agency.

**AGENCY:** Attorney General's Office (Utah). Civil Department. State Agency  
Counsel Division

**SERIES:** 25198

**TITLE:** Department of Corrections legal case files

(continued)

**PRIMARY DESIGNATION:**

Protected

UCA 63G-2-305 (2008) Requests for access will be granted on a case by case basis after being reviewed by attorneys.

**AGENCY:** Attorney General's Office (Utah). Civil Department. State Agency  
Counsel Division

**SERIES:** 80413

3

**TITLE:** Department of Human Services lawsuit files

**DATES:** 1982-

**ARRANGEMENT:** Chronological by year thereunder alphabetical by name of plaintiff

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

This is a record of law suits filed against a bureau, division, and the department. This series includes any related correspondence, petitions, newsclippings, depositions, award notices, decisions, settlements, investigative reports, and related work papers.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after all action has been completed and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical Legal  
Retention is at the request of the agency.

**AGENCY:** Attorney General's Office (Utah). Civil Department. State Agency  
Counsel Division

**SERIES:** 80413

**TITLE:** Department of Human Services lawsuit files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

Controlled. the settlement

Private

**AGENCY:** Attorney General's Office (Utah). Civil Department. State Agency  
Counsel Division

**SERIES:** 25153

1

**TITLE:** Division of Facilities and Construction Management case files

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical by case name.

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These records contain files created by the Attorney General's office representing the Division of Facilities and Construction Management. Files contain copies of building plans, contracts, agreements, and various information used in the construction of State owned buildings. May also include pleadings, court papers, depositions, and attorney's notes.

**RETENTION:**

Retain 40 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 39 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

This disposition is based upon the administrative needs of the agency and the secondary research value associated with these records.



**AGENCY:** Attorney General's Office (Utah). Civil Department. State Agency  
Counsel Division

**SERIES:** 25153

**TITLE:** Division of Facilities and Construction Management case files

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 (2008)

**SECONDARY DESIGNATION(S):**

Public. Requests for access to these records will be granted on a  
case by case basis after being reviewed by attorneys.

**AGENCY:** Attorney General's Office (Utah). Civil Department. State Agency  
Counsel Division

**SERIES:** 24958

3

**TITLE:** Interstate agreement on detainer records

**DATES:** 2002-

**ARRANGEMENT:** Alphabetical by name.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains records that are used to facilitate the transfer of inmates currently serving a term of imprisonment who face untried criminal charges in another jurisdiction. To obtain the temporary custody of an inmate for prosecution purposes, the demanding state must complete certain forms. These forms help ensure that the requirements of the Interstate Agreement on Detainers are met (see UCA 77-29-5). Some IAD forms are sent to each state's Agreement Administrator for signature. Others are courtesy copies. These records may include copies of Interstate Agreement on Detainer forms such as: Evidence of Agents Authority to Act for Receiving State, Prosecutor's Acceptance of Temporary Custody, Prosecutor's Request for Temporary Custody and Offers to Deliver Temporary Custody. There may also be copies of Certificates of Inmate Status, Prosecutor's Report on Disposition of Charges, Prosecutor's Certification (for United States Department of Justice) and miscellaneous related correspondence.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**AGENCY:** Attorney General's Office (Utah). Civil Department. State Agency  
Counsel Division

**SERIES:** 24958

**TITLE:** Interstate agreement on detainer records

(continued)

**APPRAISAL:**

Administrative Legal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah). Civil Department. State Agency  
Counsel Division

**SERIES:** 28798

3

**TITLE:** Legal counsel records for the Department of Human Services

**DATES:** 1982-

**ARRANGEMENT:** Alphabetically by client name, thereunder by year.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records support the agency's function to provide legal services for government agencies (Utah Code 67-5-3(2)(a) (2015)). Records document legal advice regarding drafted rules and legislation, administrative hearings, public record requests, contracts, administrative responses to discrimination complaints, and similar issues.

**RETENTION:**

Retain 10 years after final action.

**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 2 years after final action and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

Computer data files: Retain in Office for 10 years after final action and then delete.

**APPRAISAL:**

Administrative

**AGENCY:** Attorney General's Office (Utah). Civil Department. State Agency  
Counsel Division

**SERIES:** 28798

**TITLE:** Legal counsel records for the Department of Human Services

(continued)

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2016.

**AGENCY:** Attorney General's Office (Utah). Civil Department. State Agency  
Counsel Division

**SERIES:** 9602

3

**TITLE:** Public Affairs Division case files

**DATES:** 1965-

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

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These files document the litigation and actions taken by the Attorney General's Division of Public Affairs, on the behalf of state agencies. Information includes pleadings, court documents, correspondence, depositions, and attorney work product. Represented agencies include Department of Administrative Rules, Agriculture, Drivers License, Alcoholic Beverage Control, Health, Human Resources, Indian Affairs, Tobacco, Governor's Office, Lt. Governor' Office, Community and Economic Development, Public Utilities, National Guard, and Utah Occupational Health and Safety.

**RETENTION:**

Retain 25 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 25 years and then destroy.

**APPRAISAL:**

Administrative Legal  
Pursuant to UCA 63G-2-305(16), (17), and (18), these records have legal value as they document litigation by the Public Affairs Division of the Attorney General's Office as it represents various state agencies.

**AGENCY:** Attorney General's Office (Utah). Civil Department. State Agency  
Counsel Division

**SERIES:** 9602

**TITLE:** Public Affairs Division case files

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 (2008)

**SECONDARY DESIGNATION(S):**

Public. Requests for access to these records will be granted on a  
case by case basis after being reviewed by attorneys.