

Retention and Classification Report



Agency: Attorney General's Office. Child and Family Support Division
(2605)

, UT

Records Officer: Bette Boscareno

Analyst: Susan Mumford

09829 Legal research case files
09600 Litigation files

AGENCY: Attorney General's Office. Child and Family Support Division

SERIES: 9829

3

TITLE: Legal research case files

DATES: 1980-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These files document research conducted by staff attorneys for cases involving state agencies. Information includes pleadings, notes, client information, and attorney work product.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy provided no pending action or litigation.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

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 9 years and then destroy provided no pending action or litigation.

APPRAISAL:

Administrative

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

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

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

AGENCY: Attorney General's Office. Child and Family Support Division

SERIES: 9600

3

TITLE: Litigation files

DATES: 1980-

ARRANGEMENT: Alphabetical by case name

ANNUAL ACCUMULATION: 25.00 cubic feet.

DESCRIPTION:

These files document litigation cases from the Attorney General's Office, Child and Family Support Division. UCA 67-5-1(1) (1990), specifies that the Attorney General's Office is responsible for representing state agencies involved in court actions. Information includes transcripts, case law, pleadings, correspondence, research, proceedings, briefs, trial transcripts, and motions.

RETENTION:

Retain 10 years after case closes

DISPOSITION:

Destroy provided no pending action or litigation.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

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 destroy provided no pending action or litigation.

APPRAISAL:

Administrative

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

PRIMARY CLASSIFICATION:

Private Private

AGENCY: Attorney General's Office. Child and Family Support Division

SERIES: 9600

TITLE: Litigation files

(continued)

SECONDARY CLASSIFICATION(S):

Public.	UCA 63G-2-301 (2008)
Controlled.	UCA 63G-2-304 (2008)
Protected.	UCA 63G-2-305 (2008)