

Retention and Classification Report

Agency: Attorney General's Office (Utah). Criminal Department. Child and Family Support Division (2605)
AG Child & Family Support Division
515 East 100 South, 8th Floor
Salt Lake City, UT 84114
801-536-8300

Records Officer: Heather Barber

27801 Child and Family Support case files - Ogden
27625 Child and Family Support case files - Provo
28269 Child and Family Support case files - Richfield
28270 Child and Family Support case files - St. George
17832 *Division of Child and Family Services case files
09829 Legal research case files
09600 Litigation files

AGENCY: Attorney General's Office (Utah). Criminal Department. Child and Family Support Division

SERIES: 27801 3

TITLE: Child and Family Support case files - Ogden

DATES: 2005-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 25.00 cubic feet.

DESCRIPTION:

These records are created for trial work in order to assist our Child Support Agency to establish, modify and enforce child support orders and to establish paternity. The records are used for litigation. Records contain information on individuals identified by the division for support. The files may contain correspondence, court documents, attorney notes, medical records, personal addresses, phone numbers, Social Security numbers, child protection orders, financial information, and other documentation of services.

RETENTION:

Retain 10 years after case closes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

Administrative

AGENCY: Attorney General's Office (Utah). Criminal Department. Child and Family Support Division

SERIES: 27801

TITLE: Child and Family Support case files - Ogden

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304

AGENCY: Attorney General's Office (Utah). Criminal Department. Child and Family Support Division

SERIES: 27625

3

TITLE: Child and Family Support case files - Provo

DATES: 2005-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are created for trial work in order to assist our Child Support Agency to establish, modify and enforce child support orders and to establish paternity. The records are used for litigation. Records contain information on individuals identified by the division for support. The files may contain correspondence, court documents, attorney notes, medical records, personal addresses, phone numbers, Social Security numbers, child protection orders, financial information, and other documentation of services.

RETENTION:

Retain 10 years after case closes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

Administrative

AGENCY: Attorney General's Office (Utah). Criminal Department. Child and Family Support Division

SERIES: 27625

TITLE: Child and Family Support case files - Provo

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(b)(h)

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304

AGENCY: Attorney General's Office (Utah). Criminal Department. Child and Family Support Division

SERIES: 28269

3

TITLE: Child and Family Support case files - Richfield

DATES: 2005 -

ARRANGEMENT: Alphabetical by surname.

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are created for trial work in order to assist our Child Support Agency to establish, modify and enforce child support orders and to establish paternity. The records are used for litigation. Records contain information on individuals identified by the division for support. The files may contain correspondence, court documents, attorney notes, medical records, personal addresses, phone numbers, Social Security numbers, child protection orders, financial information, and other documentation of services.

RETENTION:

Retain 10 years after case closes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center provided case is closed. Retain in State Records Center for 9 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

Legal

UCA 62A-11-101 et seq.

Additional citations:

UCA 78B-12-101 et seq.; 78B-14-101 et seq.

AGENCY: Attorney General's Office (Utah). Criminal Department. Child and Family Support Division

SERIES: 28269

TITLE: Child and Family Support case files - Richfield

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)

SECONDARY DESIGNATION(S):

Controlled. Medical Records: Utah Code 63G-2-304

Protected. Litigation/court related documents, home addresses, phone numbers: Utah Code 63G-2-305(17) & 63G-2-305(50)

AGENCY: Attorney General's Office (Utah). Criminal Department. Child and Family Support Division

SERIES: 28270

3

TITLE: Child and Family Support case files - St. George

DATES: 2005 -

ARRANGEMENT: Alphabetical by surname.

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are created for trial work in order to assist our Child Support Agency to establish, modify and enforce child support orders and to establish paternity. The records are used for litigation. Records contain information on individuals identified by the division for support. The files may contain correspondence, court documents, attorney notes, medical records, personal addresses, phone numbers, Social Security numbers, child protection orders, financial information, and other documentation of services.

RETENTION:

Retain 10 years after case closes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center provided case is closed. Retain in State Records Center for 9 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

Legal

UCA 62A-11-101 et seq.

Additional citations:

UCA 78B-12-101 et seq.; 78B-14-101 et seq.

AGENCY: Attorney General's Office (Utah). Criminal Department. Child and Family Support Division

SERIES: 28270

TITLE: Child and Family Support case files - St. George

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)

SECONDARY DESIGNATION(S):

Controlled. Medical Records: Utah Code 63G-2-304
Protected. Litigation/court related documents, home addresses, phone numbers: Utah Code 63G-2-305(17) & 63G-2-305(50)

AGENCY: Attorney General's Office (Utah). Criminal Department. Child and Family Support Division

SERIES: 17832 3

TITLE: Division of Child and Family Services case files

DATES: 1983-2010.

ARRANGEMENT: Alphabetical by case name

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document legal cases handled by the Attorney General's Office for the Department of Human Services, Division of Child and Family Services. The Attorney General's office is responsible for representing state agencies in legal matters. Information includes investigation materials, attorney work product, and correspondence.

RETENTION:

Retain 25 years after case closes.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2006

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 24 years and then destroy.

APPRAISAL:

Administrative Legal
These records document legal proceedings.

AGENCY: Attorney General's Office (Utah). Criminal Department. Child and Family Support Division

SERIES: 17832

TITLE: Division of Child and Family Services case files

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (2008)

SECONDARY DESIGNATION(S):

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

Controlled. UCA 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Attorney General's Office (Utah). Criminal Department. 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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1997

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.

APPRAISAL:

Administrative

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

PRIMARY DESIGNATION:

Private

AGENCY: Attorney General's Office (Utah). Criminal Department. Child and Family Support Division

SERIES: 9829

TITLE: Legal research case files

(continued)

SECONDARY DESIGNATION(S):

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

AGENCY: Attorney General's Office (Utah). Criminal Department. 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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1997

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.

APPRAISAL:

Administrative

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

AGENCY: Attorney General's Office (Utah). Criminal Department. Child and Family Support Division

SERIES: 9600

TITLE: Litigation files

(continued)

PRIMARY DESIGNATION:

Private Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (2008)

Controlled. UCA 63G-2-304 (2008)

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