

# 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 for 10 year(s) 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:** 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:**

These records have administrative value(s).

**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

**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 for 10 year(s)

**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:**

These records have administrative value(s).

**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.

**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 for 10 year(s)

**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 after case is closed 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:**

These records have legal value(s).  
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.

**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 for 10 year(s) 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:** 05/2013

**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.

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

**APPRAISAL:**

These records have legal value(s).  
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

**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 for 25 year(s) 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:** 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:**

These records have administrative, and/or legal value(s).  
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 for 10 year(s) 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:** 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:**

These records have administrative value(s).  
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 for 10 year(s)

**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:**

These records have administrative value(s).  
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)