

Retention and Classification Report

Agency: Attorney General's Office (Utah). Criminal Department. Child Protection Division (2606)
Attorney General's Office
Heber Wells Building, 6th floor
Salt Lake City, UT 84111

Records Officer: Corina Archuleta

23027 Child Protection case files (Logan Office)
09827 Child protection case files
22704 Child protection case files (Clearfield Office)
23095 Child protection case files (Moab office)

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

SERIES: 23027

3

TITLE: Child Protection case files (Logan Office)

DATES: 1990-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These files document legal cases handled by the Attorney General's Office for child protection services. The Attorney General's Office is responsible for representing state agencies in legal matters to support the administration of justice and public safety. Information includes investigation materials, attorney work product, and correspondence.

RETENTION:

Retain 30 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2000

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 29 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This retention is based on the administrative needs expressed by the agency for the purpose of conducting audits.

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

SERIES: 23027

TITLE: Child Protection case files (Logan Office)

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

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

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

SERIES: 9827

3

TITLE: Child protection case files

DATES: 1980-

ARRANGEMENT: Alphabetical by case name

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These files document the legal cases for the Department of Human Services. The Attorney General's office is responsible for representing state agencies in legal actions brought against them. These files provide the Attorney General's office with documentation essential for representing the department. Information includes pleadings, correspondence, attorney's research and notes, court orders and complaints.

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

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

SERIES: 9827

TITLE: Child protection 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)

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

SERIES: 22704

3

TITLE: Child protection case files (Clearfield Office)

DATES: 1994-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These files document legal cases handled by the Attorney General's Office for child protection services. The Attorney General's Office is responsible for representing state agencies in legal matters to support the administration of justice and public safety. Information includes investigation materials, attorney work product, and correspondence.

RETENTION:

Retain 30 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2000

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 29 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This retention is based on the administrative needs expressed by the agency for the purpose of conducting audits.

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

SERIES: 22704

TITLE: Child protection case files (Clearfield Office)

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

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

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

SERIES: 23095

3

TITLE: Child protection case files (Moab office)

DATES: 1990-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These files document legal cases handled by the Attorney General's Office for child protection services. The Attorney General's Office is responsible for representing state agencies in legal matters to support the administration of justice and public safety. Information includes investigation materials, attorney work product, and correspondence.

RETENTION:

Retain 30 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2000

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 29 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This retention is based on the administrative needs expressed by the agency for the purpose of conducting audits.

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

SERIES: 23095

TITLE: Child protection case files (Moab office)

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

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