

# Retention and Classification Report



**Agency:** Attorney General's Office. Child Protection Division (2606)

Attorney General's Office  
Heber Wells Building, 6th floor  
Salt Lake City, UT 84111

**Records Officer:** Monica Carter  
**Analyst:** Susan Mumford

09827 Child protection case files

**AGENCY:** Attorney General's Office. 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 provided no pending action or litigation

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/2006.

**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 provided there is no pending action or litigation.

**APPRAISAL:**

Administrative Legal

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305 (2008)

**AGENCY:** Attorney General's Office. Child Protection Division

**SERIES:** 9827

**TITLE:** Child protection case files

(continued)

**SECONDARY CLASSIFICATION(S):**

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

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