Retention and Classification Report

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

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

Records Officer Paul Murphy

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. 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 provided no pending action or litigation

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 provided no pending action or litigation.

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. Child Protection Division

SERIES: 23027
TITLE: Child Protection case files (Logan Office)

(continued)

PRIMARY CLASSIFICATION:
Private

SECONDARY CLASSIFICATION(S):

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

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:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Attorney General's Office. Child Protection Division

SERIES: 9827
TITLE: Child protection case files

(continued)

PRIMARY CLASSIFICATION:

Protected	UCA 63G-2-305 (2008)

SECONDARY CLASSIFICATION(S):

Private.	UCA 63G-2-302 (2008)
Controlled.	UCA 63G-2-304 (2008)

AGENCY: Attorney General's Office. 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 provided no pending action or litigation.

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. Child Protection Division

SERIES: 22704
TITLE: Child protection case files (Clearfield Office)

(continued)

PRIMARY CLASSIFICATION:
Private

SECONDARY CLASSIFICATION(S):

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

AGENCY: Attorney General's Office. 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 provided no pending action or litigation.

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. Child Protection Division

SERIES: 23095
TITLE: Child protection case files (Moab office)

(continued)

PRIMARY CLASSIFICATION:
Private

SECONDARY CLASSIFICATION(S):

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