

# Retention and Classification Report



**Agency:** Attorney General's Office. Children's Justice Division (2607)

Children's Justice Division  
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17289 Child abuse investigation files  
26290 Civil case files

**AGENCY:** Attorney General's Office. Children's Justice Division

**SERIES:** 17289

3

**TITLE:** Child abuse investigation files

**DATES:** 1994-

**ARRANGEMENT:** Alphanumerical by file category

**DESCRIPTION:**

These are investigations of child abuse by the Children's Justice Division of the Attorney General's Office. They contain video recordings of victims, sound recordings, and photographs. Information includes prosecution files, consultation files, and attorney work product.

**RETENTION:**

Retain 30 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**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 29 years and then destroy.

Video recordings master: 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.

Sound recordings: 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 erase.

Photographs: 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

This disposition is based on the administrative needs expressed by the agency. The Division of Child and Family Services keeps similar records for a minimum of 30 years (Series # 6037).

**AGENCY:** Attorney General's Office. Children's Justice Division

**SERIES:** 17289

**TITLE:** Child abuse investigation files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

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

Protected. UCA 63G-2-305(17) (2008)

**AGENCY:** Attorney General's Office. Children's Justice Division

**SERIES:** 26290

3

**TITLE:** Civil case files

**DATES:** 2003-

**ARRANGEMENT:** Alphabetical by name thereunder numerical by case number

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These records contain civil case files created and maintained by the Children's Justice Division of the Attorney General's Office. They contain investigative reports, depositions, attorney work product, correspondence and other court documents.

**RETENTION:**

Retain 30 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/2006.

**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 29 years and then destroy provided no pending litigation.

Computer data files: Retain in Office until transferred to CDR and then delete.

Compact disc: Retain in Office until administrative needs end and then destroy.

**APPRAISAL:**

Administrative Legal

**PRIMARY CLASSIFICATION:**

Controlled 63G-2-304(1)Medical & Psychiatric data

**AGENCY:** Attorney General's Office. Children's Justice Division

**SERIES:** 26290

**TITLE:** Civil case files

(continued)

**SECONDARY CLASSIFICATION(S):**

Private. 63G-2-302(1)(b), 63G-2-302(1)(h), 63G-2-302(2)(a)(b)  
Protected. 63G-2-305(17) 63G-2-305(23) Attorney work product,  
Pending litigation, Collective bargaining strategies