

# Retention and Classification Report



**Agency:** Attorney General's Office. Corrections Section (3222)

Heber M. Wells Bldg.  
160 East 300 South  
Salt Lake City, UT 84114

**Records Officer:** Toni Wright  
**Analyst:** Susan Mumford

25198 Corrections case files

**AGENCY:** Attorney General's Office. Corrections Section

**SERIES:** 25198

3

**TITLE:** Corrections case files

**DATES:** 1990-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These working files document cases by the Criminal Division, Corrections section, of the Attorney General's Office. Agencies represented by this office include State Corrections, Adult Probation and Parole, and the Board of Pardons. Case files contain copies of pleadings, court documents, and depositions, correspondence and other attorney work product.

**RETENTION:**

Retain 10 years after case is closed.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 01/01/2004.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy provided there is no pending litigation.

**APPRAISAL:**

Administrative Legal

This disposition is based upon the administrative needs of the agency.

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305 (2008) Requests for access will be granted on a case by case basis after being reviewed by attorneys.