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

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2004

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 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.

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(continued)

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.