

# Retention and Classification Report

**Agency:** Attorney General's Office (Utah) (67)

Utah State Capitol Complex  
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Salt Lake City, UT 84114-2320  
801-538-1324

**Records Officer:** Terry Lym

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 00279 \*Legislative records  
 00266 \*Legislature's financial claims  
 00288 \*Liquor Control Commission's administrative records  
 00173 \*Liquor control commission investigation records  
 00252 \*Local court abstracts of judgment  
 00140 \*Miscellaneous expenditure vouchers  
 00174 \*Old age assistance lien agreements  
 01566 \*Open and public meetings act  
 11964 \*Opinion correspondence indexes  
 20323 \*Opinion digest  
 80234 \*Opinion index (Jack Crellin)  
 07191 Opinions (formal)  
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 00180 \*Opinions (property tax)  
 20343 \*Opinions (sales tax)  
 23312 \*Opinions index  
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 00271 \*PUMO case files  
 09603 Personnel files  
 04966 \*Phil L. Hansen's correspondence  
 10894 \*Phone message registers  
 21110 \*Polygamy investigation card files  
 00129 \*Polygamy investigation case files  
 21109 \*Polygamy investigation testimony and evidence files  
 00175 \*Preliminary title reports  
 00255 \*Public Service Commission case files  
 00260 \*Public domain publications  
 14249 Publications  
 00158 \*Robert B. Hansen's administrative records  
 04219 \*Salt Lake Security and Trust Company trial records  
 08534 \*Sign out sheets  
 00142 \*Slip laws  
 00258 \*State building project bid applications  
 00162 \*Supreme court hearings case files  
 17722 \*Tax exempt status decisions  
 09638 Time and attendance reports  
 08532 \*Time and billing files  
 17918 \*Uranium projects environmental reports

00145 \*Utah Power and Light case file  
11871 \*Warrant requests  
03347 \*Westlake investigation case evidence  
05545 \*Writ of Habeas Corpus register

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 6358

3

**TITLE:** Administrative correspondence records

**DATES:** 1930-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records are incoming and outgoing business-related correspondence which is produced as the agency provides legal services for government agencies (Utah Code 67-5-3(2)(a) (2015)). These materials do not relate to specific court cases being handled by the division and are very general in nature.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Administrative correspondence, GRS-1760.

**AUTHORIZED:** 06-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

**APPRAISAL:**

These records have administrative value(s). This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 6358

**TITLE:** Administrative correspondence records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(17) (2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2016.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 9605

3

**TITLE:** Administrative payroll report files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by report number

**DESCRIPTION:**

Reports and statistics with supporting and related records pertaining to workload and personnel management, payroll operations and administration.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public Eighteen personal data elements identified by the State Records Committee

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 62

3

**TITLE:** Administrative records

**DATES:** 1902-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

18 March 1993 RTS includes opinions, 1967-1973. Series includes correspondence, case files, publications, etc. removed from the Attorney General's office in November 1982; boxed randomly, and although the boxes say "see rts", there is no extant rts. Box 56 includes court records for the Ted Bundy and William Andrews cases.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Organizational files, GRS-1672.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently and then microfilm.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These records have research value for capital cases during the years 1967-1973. Series includes correspondence, case files, publications, etc. removed from the Attorney General's office in November 1982; boxed randomly, and although the boxes say "see rts", there is no extant rts. Box 56 includes court records for the Ted Bundy and William Andrews cases.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 62

**TITLE:** Administrative records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.



**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 9606

3

**TITLE:** Administrative reference/reading files

**DATES:** 1982-2015.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

Record of all memoranda and correspondence generated by an agency and retained only for reference purposes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until administrative need ends whichever is first and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 17592

3

**TITLE:** Agreements

**DATES:** 1962-1974.

**ARRANGEMENT:**

**DESCRIPTION:**

Includes copies of lease agreements between state agencies and outside individuals forwarded to the attorney general's office for approval of form before forwarding to finance dept. for completion; quit-claim deeds on Saltair; publications on detainees; etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These records are lease agreements with the state. A quit claim deed to Saltaire is included in the files. Information may have value for historical research.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 63

3

**TITLE:** Annual reports

**DATES:** 1896-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These reports describe the conditions and affairs of the agency. The reports contain information pertaining to court activities, finances and district attorneys' activities for the preceding year. The reports also contain the opinions issued by the Attorney General's office.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-01-2013

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These records have historical value as annual reports created by the agency to document agency administration, activities, programs, and achievements during the year. Records may include pamphlets, leaflets, statistical reports, outcome reports, and other documents for the agency's assessment reporting requirements.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 63

**TITLE:** Annual reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 265

3

**TITLE:** Assistant Attorney General correspondence

**DATES:** 1969-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
These records provide a perspective from the assistant attorney general's correspondence about legal matters in the state.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 128

3

**TITLE:** Bruce Hale's correspondence

**DATES:** 1973-1986.

**ARRANGEMENT:** Alphanumerical.

**TOTAL VOLUME:** 3.80 cubic feet.

**DESCRIPTION:**

Correspondence and case files, primarily of attorney Bruce Hale, where the Attorney General's office defended the Driver's License Division when the division was sued following division revocation of an individual's driver's license, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or legal value(s). Pursuant to UCA 63G-2-305(16), (17),(18), and (33). These records have legal research value. the records relate to Bruce Hale, an attorney with the Office of the Attorney General, and his handling of a Driver's License dispute.

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(16),(17),(33)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 2222

3

**TITLE:** Bryner's administrative records

**DATES:** ca. 1973.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 64

3

**TITLE:** Case files

**DATES:** 1898-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These records document cases handled by the Attorney General's Office beginning early in the agency's history. Examples of the cases range from actions taken on business such as Mountain Fuel, Utah Gas Service, Utah Power and Light Company, San Miguel Power, American-Hughes Airwest, American Air, Western Air, and Ernest H. Dean.

**RETENTION:**

Retain for 10 year(s) after after case is closed

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the historical value to researchers interested in early cases handled by the Attorney General's Office and business activities in Utah.



**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 64

**TITLE:** Case files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 289

3

**TITLE:** Charitable Foundation tax records

**DATES:** 1973-1975.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 133

3

**TITLE:** Civil actions registers

**DATES:** 1896-1916.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 282

3

**TITLE:** Civil case files

**DATES:** 1921-

**ARRANGEMENT:** Alphabetical by case name or designation.

**ANNUAL ACCUMULATION:** 20.00 cubic feet.

**DESCRIPTION:**

These files document civil procedures undertaken by the Attorney General's Office. These are cases involving civil litigation taken by the state and prosecuted by state attorneys. Information includes attorney notes and work product, correspondence, and court documents.

**RETENTION:**

Retain for 15 year(s) after after case is closed

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 14 years and then transfer to State Archives.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These records document the history of civil litigation in the state.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 282

**TITLE:** Civil case files

(continued)

**PRIMARY DESIGNATION:**

Protected

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 1522

3

**TITLE:** Civil rights litigation files

**DATES:** 1975-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These files document civil rights cases litigated by the Attorney General's Office. Information includes pleadings, affidavits, and attorney work product.

**RETENTION:**

Retain for 10 year(s) after after case is closed

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in civil rights issues in the State of Utah.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 1522

**TITLE:** Civil rights litigation files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

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

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 144

3

**TITLE:** Claims against the state

**DATES:** 1955-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These records document claims filed against the State of Utah by individuals and businesses. The Attorney General's Office is responsible for representing the State of Utah in suits brought before the courts. Information includes pleadings, affidavits, and attorney work product.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).



**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 144

**TITLE:** Claims against the state

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 164

3

**TITLE:** Claims committee

**DATES:** 1960-1968.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 137

3

**TITLE:** Claims committee minutes

**DATES:** 1962-1966.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Agenda and minutes of the claims committee which met to discuss claims made against state employees, state agencies, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

**AUTHORIZED:** 07-01-2014

**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 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
These records are the history of a body dealing with claims against employees of the department.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2017.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 157

3

**TITLE:** Clyde Pearce's justice division records

**DATES:** 1975-1976.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Records created during the time Clyde Pearce was attorney general for the state

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records document the history of the attorney general's office.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 165

3

**TITLE:** Colorado River Commission case files

**DATES:** 1925-1963.

**ARRANGEMENT:** Alphabetical by subject.

**DESCRIPTION:**

These records document water issues before the Colorado River Commission.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records are historically vital for understanding water use and water rights in the west. They are also essential in documenting the expanded federal presence in Utah (and the larger western region) through the construction and regulation of reclamation efforts along the Colorado River.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2017.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 1565

3

**TITLE:** Compilation of disaster laws

**DATES:** 1979.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains a compilation of the laws governing emergency procedures and responsibilities in case of disaster. Included are disaster control measures for flooding, fire, nuclear holocaust, earthquake, etc. as well as stipulations for civil defense organization. The manual was produced as a reference of state action and laws in an emergency.

HOLDINGS: 1979.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 272

3

**TITLE:** Construction and relocation contracts

**DATES:** 1960-1969.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 61

3

**TITLE:** Correspondence

**DATES:** 1896-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Correspondence documents the administration or management of the Attorney General's office, office organization, its policies, procedures and achievements.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Executive correspondence, GRS-1758.

**AUTHORIZED:** 05-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 134

3

**TITLE:** Criminal actions registers

**DATES:** 1896-1899.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 8533

3

**TITLE:** Daily time entry slips

**DATES:** i 1983-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document time slips which account for the amount of time spent and type of services performed by assistant attorneys general in providing counsel to state agencies. This information is then used to prepare billing statements. Information includes names of assistant attorneys general, names of state agencies for which the work was done, case names, case numbers, client numbers, hours worked, type of work accomplished, and time not worked due to sickness or leave time taken.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 8533

**TITLE:** Daily time entry slips

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 280

3

**TITLE:** Damage and action case files

**DATES:** 1959-1977.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 263

3

**TITLE:** Delinquent corporation records

**DATES:** 1961-1972.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 84569

3

**TITLE:** Detainers agreement manual

**DATES:** 1967.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

The Detainers Agreement Manual was published as a guide to attorneys, wardens, and inmates regarding the disposition of indictments or information filed against prisoners of one state by citizens of another. It outlines the text and procedural instructions of an interstate agreement on detainers, providing information about the agreement and its application in Utah situations.

HOLDINGS: 1967.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 27931

3

**TITLE:** Diligent Enforcement of 1998 Tobacco Settlement records

**DATES:** 1994-

**ARRANGEMENT:** chronological by year

**DESCRIPTION:**

This series contains records used to document entitlement to payment mandated by a November 1998 tobacco settlement which grew out of a multi-state legal effort to recover the costs of caring for smokers who had developed tobacco-related illnesses. According to the Master Settlement Agreement (MSA) tobacco companies annually compensate states that "diligently enforce" the laws which grew out of the settlement. Most documents were received from the Miscellaneous Tax Unit, Utah State Tax Commission (USTC), which pertain to the enforcement of the 1998 tobacco settlement for the years 1994-2008. These documents are working files used by the Attorney General's Office in the 2003 Diligent Enforcement Arbitration proceedings. Included are the working files of USTC employees.

**RETENTION:**

Retain for 30 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2013

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy.

**APPRAISAL:**

These records have fiscal, and/or legal value(s). This disposition is based on legal and fiscal value of enforcement of the 1999 Tobacco Settlement.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 27931

**TITLE:** Diligent Enforcement of 1998 Tobacco Settlement records

(continued)

**PRIMARY DESIGNATION:**

Protected Taxpayer records and litigation documents



**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 3591

3

**TITLE:** District attorney criminal case reports

**DATES:** 1900, 1913.

**ARRANGEMENT:** by number of district court

**DESCRIPTION:**

Reports to the Attorney General from the District Attorneys of the Utah Fourth Judicial District embracing counties of Utah, Wasatch and Uintah, dated Dec. 24, 1900; and the Utah Fifth Judicial District covering the counties of Washington, Iron, Beaver, Millard, and Juab for the year ending Nov. 30, 1913. These reports list criminal cases tried in the various counties of each districts, giving the county, the defendant's name, the charge, the status of the case, sentence, and ultimate action (eg., fine paid, paroled, etc.).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical, and/or legal value(s).  
These records document criminal cases and their outcomes.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 281

3

**TITLE:** Encroachment case files

**DATES:** 1961-1965.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 5372

3

**TITLE:** Executive correspondence

**DATES:** 1930-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 11.00 cubic feet.

**DESCRIPTION:**

These files document executive correspondence of the Attorney General. Information includes correspondence, subject files, research information, policy decisions, memoranda, conference information, issues related to the administration, reports, subject files, and directives.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Executive correspondence, GRS-1758.

**AUTHORIZED:** 05-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 6 months after administration ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These records document the decision-making and strategies of the agency in providing statewide legal services for governmental agencies.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 5372

**TITLE:** Executive correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(17) (2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2016.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 169

3

**TITLE:** Extradition records

**DATES:** 1971-1972.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These records document one year of extraditions from the state.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 28828

1

**TITLE:** Federal grant financial records

**DATES:** 2007-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records support the agency's function to use federal grant money to fund specified crime-fighting programs such as those targeting Internet crimes against children, fraud, and special investigations. Records document the award, management, and use of federal grant money received by the agency and include grant applications, financial budget and expenditure reports, and related documents.

**RETENTION:**

Until completion of publication or report

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after grant expires and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 7 years after grant expires and then delete.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**RETENTION JUSTIFICATION:**

These records are subject to federal audit for seven years after the grant expires and must be available in case of audit.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 28828

**TITLE:** Federal grant financial records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(10 and 11) (2015)

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 4231

1

**TITLE:** Felony criminal case files

**DATES:** 1911-

**ARRANGEMENT:** Numerical by case number.

**ANNUAL ACCUMULATION:** 20.00 cubic feet.

**DESCRIPTION:**

These files document felony criminal investigations and prosecutions by staff attorneys in the Criminal Justice Division and Children's Justice Division. Staff attorneys are responsible for investigating criminal complaints filed with these offices. Information includes police reports, memoranda, correspondence, depositions, interviews, court documents, attorney's research notes, and evidentiary documentation.

**RETENTION:**

Retain for 30 year(s) after after case is closed

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 29 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).

Some cases have historical value because they involve high profile individuals or issues. The Archives staff will determine which cases should be retained permanently and will have authority to generously weed this series.



**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 4231

**TITLE:** Felony criminal case files

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(9) 2008

**SECONDARY DESIGNATION(S):**

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

Public. Documents from a public hearing

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 161

3

**TITLE:** Financial records

**DATES:** 1963-

**ARRANGEMENT:** Alphanumerical.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These records document the financial transactions of the Administration Division of the Attorney General's Office. Information includes attorney work product, fees, capital outlays, current expense files, and budget request files.

**RETENTION:**

Retain for 2 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Expenditure accounting general correspondence and subject files, GRS-1808.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after closure and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 161

**TITLE:** Financial records

(continued)

**PRIMARY DESIGNATION:**

Protected

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (2008)

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 26264

3

**TITLE:** G. Blaine Davis files

**DATES:** 1971-1978.

**ARRANGEMENT:** Alphabetical by subject.

**DESCRIPTION:**

G. Blaine Davis was assistant attorney general in the 1970s. His files (1971-1976) include the following: Civil case no. 213000 in Third District Court: Salt Bowl Company v. State of Utah (1973); Case no. 14658 in the State Supreme Court: State Tax Commission v. Department of Finance (1978); Charitable Funds and Solicitations file (1973-1977); and Case no. SCR 1113: State Tax Commission v. Richard D. Cooper (1977).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

G. Blaine David was an assistant attorney general in the 1970s. these files have information on specific cases he handled.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 22059

3

**TITLE:** Government Records Access and Management Act seminar video

**DATES:** 1992.

**ARRANGEMENT:**

**DESCRIPTION:**

Videotape of a seminar given to state agencies by the attorney general's office June 9, 1992 regarding the implementation of the new Government Records Access and Management Act (GRAMA).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

Video recordings master: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This record is a videotape of a presentation on the Government Records Access and Management Act when it was introduced in 1992.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 256

3

**TITLE:** Guardianship case files

**DATES:** undated

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 143

3

**TITLE:** Harvey H. Cluff photograph

**DATES:** 1921-1929.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Framed black and white photograph of Harvey H. Cluff, Attorney General.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Historically important portrait of Harvey H. Cluff, an attorney general of the state of Utah.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2017.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 270

3

**TITLE:** Highway division correspondence

**DATES:** 1960-1965.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.



**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 17939

3

**TITLE:** Human Services Division personnel files

**DATES:** 1980-2010.

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

**RETENTION:**

Retain for 65 year(s) after after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Performance plans and evaluations, GRS-1966.

**AUTHORIZED:** 06-01-2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after after retirement or separation of employee and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 17939

**TITLE:** Human Services Division personnel files

(continued)

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
These records contain the complete work history of an individual (excluding medical/psychological information) while employed by the state and have legal value as they serve as documentation to verify employment and/or eligibility for benefits for the employee or for any heirs as a result of such employment.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (1)(e) (2008)

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 21999

3

**TITLE:** Indian Ridge case file

**DATES:** 1980-1984.

**ARRANGEMENT:** none

**DESCRIPTION:**

Case #105-79008; received in archives 1984. This is a contracts or debt collection case.

**RETENTION:**

Retain for 15 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 13 years and then destroy.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 136

3

**TITLE:** Inheritance tax record books

**DATES:** 1910-1918.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Gives deceased's name and date of death and logs dates and actions taken pertaining to inheritance tax (e.g. dates of correspondence, tax received, etc.)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have fiscal, and/or historical value(s).

These records give an historical look at inheritance taxes for the period.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 4977

3

**TITLE:** Jack L. Crellin correspondence

**DATES:** 1978-1979.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Correspondence of Attorney General, Jack L. Crellin.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Documents history of the Attorney General's Office.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 17593

3

**TITLE:** Judicial systems review

**DATES:** 1974.

**ARRANGEMENT:**

**DESCRIPTION:**

Looseleaf of minutes, correspondence, and recommendations of the judicial system committee of the Law Enforcement Planning Agency. Task force was chaired by Wilkinson, attorney general.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Attorney General Wilkinson era notes and loose leaf binder. Includes findings of a review committee to recommend improvements to law enforcement.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 83636

3

**TITLE:** Law seminar reports

**DATES:** ca. 1975-1982.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

The Law Seminar Report is the outline and text of various law seminars organized by the Utah Attorney General's Office. The Manuals contain the schedule and text of the papers presented at the respective conferences, functioning as the official seminar reports. Holdings: 1975,1982.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-01-2013

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 279

3

**TITLE:** Legislative records

**DATES:** 1963-1977.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Photocopies of code sections, legislative bills, and newspaper articles pertaining to legislation.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.



**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 266

3

**TITLE:** Legislature's financial claims

**DATES:** 1968-1971.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 288

3

**TITLE:** Liquor Control Commission's administrative records

**DATES:** 1975-1976.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These records contain one year's documentation of the Liquor Control Commission's administration.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records document history of liquor control in the state.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 173

3

**TITLE:** Liquor control commission investigation records

**DATES:** ca. 1937.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 252

3

**TITLE:** Local court abstracts of judgment

**DATES:** 1939-1941.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 140

3

**TITLE:** Miscellaneous expenditure vouchers

**DATES:** 1973-1975.

**ARRANGEMENT:** Numerical.

**DESCRIPTION:**

Carbon copies of vouchers showing attorney general's office payments for travel, copying, subscriptions to publications, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Expenditure accounting posting and control files, GRS-1809.

**AUTHORIZED:** 10-01-2001

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 174

3

**TITLE:** Old age assistance lien agreements

**DATES:** 1958-1965.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

To obtain public assistance in old-age cases, the individual had to give a lien to the public welfare department on any real property owned in return for getting public moneys. These are cases of default, death, etc. where the attorney general's office is out to collect on the lien.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records document the process that was used for gaining old age assistance from the state during a period of time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 1566

3

**TITLE:** Open and public meetings act

**DATES:** 1978.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series serves as a reference guide for state agencies to determine appropriate public access to agency meetings. The guide outline the Open Meeting Act and its respective applicability to various agencies in a question-answer format.  
HOLDINGS: 1978: 2 vol.; 1983.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently and then microfilm.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical, and/or legal value(s).  
Disposition based on historical and legal value providing guidelines for applicability of the Open Meetings Act to agencies in a question/answer format.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 11964

3

**TITLE:** Opinion correspondence indexes

**DATES:** 1909-1916.

**ARRANGEMENT:** chronological, thereunder alphabetical.

**DESCRIPTION:**

Correspondence from the attorney general about AG opinions was indexed in these volumes (1909-1910, 1915-1916).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.



**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 20323

4

**TITLE:** Opinion digest

**DATES:** 1960-1974.

**ARRANGEMENT:** Numerical by abstract number.

**DESCRIPTION:**

This is a record of the abstracts of formal opinions issued by the Attorney General's Office. The abstracts include the opinion number, a title, date, requesting agency, author, and a synopsis of the conclusions of the opinion. The volumes are indexed by Utah Code and Constitution sections, and by subject.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-01-2013

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently and then microfilm.

Microfiche master: For records beginning in 1960 through 1970. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the access this digest provides to series 7191, Opinions (formal).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 80234

3

**TITLE:** Opinion index (Jack Crellin)

**DATES:** 1969-1973.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

This is a card file index to the Attorney's General Opinions which was prepared by Jack Crellin.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 06-01-2015

**FORMAT MANAGEMENT:**

Microfiche master: Retain in Office until administrative need ends and then destroy.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

**APPRAISAL:**

These records have administrative, and/or historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 7191

4

**TITLE:** Opinions (formal)

**DATES:** 1945-

**ARRANGEMENT:** Numerical by opinion number.

**DESCRIPTION:**

State and local government agencies may present requests for opinions on questions of law to the Attorney General's Office. Formal opinions, while written by attorneys within the Attorney General's Office, undergo scrutiny at several levels within the office. Once approved by the Attorney General, these are published and released as the official opinion of the Office rather than simply legal advice. Opinions usually include the initiating request, an opinion, and an index memorandum.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Formal opinion records, GRS-1722.

**AUTHORIZED:** 06-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed provided index memorandum has been returned to agency.

Microfiche master: Retain in State Archives permanently.

Microfiche duplicate: Retain in Office permanently.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Microfilm master: For records beginning in 1945 through 1976. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 7191

**TITLE:** Opinions (formal)

(continued)

authority to weed.

Paper: For records beginning in 1971 through 1988. Retain in State Archives permanently or until microfilmed.

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal value(s).

This disposition is based on the significance of the attorney general's rulings in documenting issues facing state agencies.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 20369

4

**TITLE:** Opinions (informal)

**DATES:** 1969-

**ARRANGEMENT:** Numerical by opinion number, numbers assigned chronologically.

**DESCRIPTION:**

These are Attorney General's informal opinions. State and local government agencies may present requests for opinions on questions of law to the Attorney General's Office. Unlike formal opinions, informal opinions do not undergo a scrutiny process and are not considered the opinion of the Office. Informal opinions may be considered to be legal advice. Opinions usually include the initiating request, an opinion, and an index memorandum.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 20369

**TITLE:** Opinions (informal)

(continued)

**APPRAISAL:**

These records have historical, and/or legal value(s).  
This disposition is based on the usefulness of these records in documenting legal issues facing state agencies.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 180

4

**TITLE:** Opinions (property tax)

**DATES:** 1929-1964.

**ARRANGEMENT:** Numerical by opinion number.

**DESCRIPTION:**

The Attorney General issues advisory opinions on questions of law upon request from a Utah State agency or County Attorney. This series is made up of opinions related to property tax questions. Each opinion consists of the originating request and the Attorney General's response.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical, and/or legal value(s). This disposition is based on the documentation this series provides regarding the Attorney General's advisory opinion on matters of law.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 20343

4

**TITLE:** Opinions (sales tax)

**DATES:** 1937-1964.

**ARRANGEMENT:** Numerical by opinion number.

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

The Attorney General issues advisory opinions on questions of law upon request from a Utah State agency or County Attorney. This series is made up of opinions related to sales tax questions. Each opinion consists of the originating request and the Attorney General's response.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical, and/or legal value(s). This disposition is based on the documentation the series provides regarding Attorney General's advisory opinions on questions of law.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.



**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 23312

4

**TITLE:** Opinions index

**DATES:** 1917-1921; 1968-1982.

**ARRANGEMENT:** Alphabetical by first letter of subject.

**DESCRIPTION:**

This book serves as a subject index to the Attorney General's opinions. The entries contain the date of the opinion, a brief description of the subject, and the name of the requesting agency and/or person.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently and then microfilm.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the value of these records in locating Attorney General opinions.

**RETENTION JUSTIFICATION:**

This series was determined to be a permanent records based on the permanent status of the records which it indexes.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 6052

4

**TITLE:** Opinions index cards

**DATES:** 1930-1964.

**ARRANGEMENT:** Chronological by multiple-year batch, thereunder alphabetical by first letter of subject keyword or name of agency.

**DESCRIPTION:**

These cards serve as a subject index to the Attorney General's opinions. They contain the date of the opinion, a description of the subject, the requesting agency and/or person, and the opinion number for those opinions filed between 1945 and 1964.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
This disposition is based on the subject access this series provides to series 7191, Opinions (formal).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 9603

3

**TITLE:** Personnel files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. When an employee transfers to another state agency, the official personnel file must be sent to the new agency.

**RETENTION:**

Retain for 65 year(s) after after separation or until date of death

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 06-01-2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 30 years after separation of employee and then transfer to State Records Center. Retain in State Records Center for 35 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(1),(2),(3)

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 9603

**TITLE:** Personnel files

(continued)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(9)(a),(10)

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 4966

3

**TITLE:** Phil L. Hansen's correspondence

**DATES:** 1974-1980.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This is correspondence

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

These records were destroyed, but because they once existed the series has been kept

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 10894

1

**TITLE:** Phone message registers

**DATES:** 1990-2016.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Message registers, logs, performance reports, daily load reports, and related or similar records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 21110

3

**TITLE:** Polygamy investigation card files

**DATES:** 1954-1960.

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These cards contain blanks for name, birth date, place, address, father, mother, spouse's name, marriage date and place, children's names and birth dates. Not all blanks are completed on every card. There seem to be cards for both those under investigation and those neighbors, doctors, etc. who were potential informants. Additional brief notes are occasionally typed below.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
These records identify and have information about members of polygamist communities and neighbors and potential informants.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 129

3

**TITLE:** Polygamy investigation case files

**DATES:** 1954-1969.

**ARRANGEMENT:** Alphabetical by group name or individual surname.

**DESCRIPTION:**

Case files on individuals and religious organizations practicing polygamy. Files contain letters from Attorney General office investigators, US congressmen, state, federal and local agencies, and occasionally those under investigation; investigative notes on individuals and religious orders believed to be practicing polygamy; copies of birth certificates, motor vehicle records, and court papers for individuals. The series also contains similar records plus photographs, newspaper clippings and court records for those indicted for cohabitation.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).

These records have legal and historical value as they document the investigation and prosecution of cases of polygamy within the state during the years 1954-1969.

**PRIMARY DESIGNATION:**

Private contains personal information on minors and is thus closed for 100 years.

**SECONDARY DESIGNATION(S):**

Protected. includes attorney work product, and is thus closed for 75 years under GRAMA.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2017.



**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 21109

3

**TITLE:** Polygamy investigation testimony and evidence files

**DATES:** 1954-1960.

**ARRANGEMENT:** none

**DESCRIPTION:**

This series contains statements, interviews, FBI records, Securities & Exchange Commission records, and court case files on polygamists. Compiled by the Attorney General's office in the late 1950s in conjunction with their investigation of polygamy, some of the individual records date back into the early 1940s.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records include polygamy investigations some dating back to 1940s.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Protected

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 175

3

**TITLE:** Preliminary title reports

**DATES:** 1967.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These are working papers abstracted from county recorder records and federal court records. They include the abstracter's name; parcel number; assessor's number; project number (state, especially transportation, considering taking over property), recorded owners, what volume in the ownership plat, abstract records, and deed book the land is recorded; name of grantor, grantee, type, date, book, and page; and notes taken regarding federal liens, property taxes, assessments, judgments, federal court clerk's office; and mortgage, lien and judgment information specifically debtor, creditor, amount, date, book, and satisfied or not.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

**AUTHORIZED:** 06-01-2013

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
These are an individual's working notes regarding land ownership; the official record resides with the county recorder's office and perhaps in the case of judgments rendered with the court.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 271

3

**TITLE:** PUMO case files

**DATES:** 1964-1965.

**ARRANGEMENT:** alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 260

3

**TITLE:** Public domain publications

**DATES:** 1960.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 255

3

**TITLE:** Public Service Commission case files

**DATES:** 1901-1968.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 14249

3

**TITLE:** Publications

**DATES:** 1919-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, law, inheritance, agreements, courts, litigation, and all other activities of the Attorney General's Office. This series consists primarily of isolated publications not part of a more specific series.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-01-2013

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until superseded and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records serve to document the history of the agency through its services, activities and programs. Records may contain pamphlets, leaflets, manuals, and other published or processed documents created by the agency to inform the public of the agency's services and programs.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 14249

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 158

3

**TITLE:** Robert B. Hansen's administrative records

**DATES:** 1969-1975.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Includes outgoing correspondence ("gold files"), meeting minutes, financial records, subject files, etc. for Asst. Attorney General Robert B. Hansen.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records document the history of the attorney general's office in the state.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 4219

3

**TITLE:** Salt Lake Security and Trust Company trial records

**DATES:** 1919-1926.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Trial records of Salt Lake Security and Trust Company.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Historical value for history of banking and regulation in the state.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 8534

3

**TITLE:** Sign out sheets

**DATES:** i 1983-1984.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are forms which vary slightly in format, but all indicate the whereabouts of employees of the Attorney General's Office for a given date and hour. These forms include names of secretaries and assistant attorneys general; dates; times in and out; destinations, and appointments; telephone numbers where the employees could be reached; and lunch and break information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 142

3

**TITLE:** Slip laws

**DATES:** 1935.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Copies of drafts of proposed legislation with notations and re-writes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These are records of proposed legislation that could be of interest historically.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2017.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 258

1

**TITLE:** State building project bid applications

**DATES:** 1960-1969.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Case files documenting the construction of new buildings and the renovation of rented buildings for state use.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records document the bid process for state buildings.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 162

3

**TITLE:** Supreme court hearings case files

**DATES:** 1976-1977.

**ARRANGEMENT:** Alphanumerical by case number.

**DESCRIPTION:**

Misc. files from Davis and Hale on court cases which went before the supreme court or US district court. Most seem to involve the Public Service Commission or the State Tax Commission although LDS business college etc. also are present.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records document cases that could have historical value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 17722

3

**TITLE:** Tax exempt status decisions

**DATES:** 1976.

**ARRANGEMENT:** approved or disapproved

**DESCRIPTION:**

Responses to tax commission inquiries if certain corporations should have tax exempt status. Includes articles of incorporation, correspondence.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 9638

3

**TITLE:** Time and attendance reports

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

State employee time sheets, including Flextime Attendance Reports Supplemental time and attendance records, such as sign-in/sign-out sheets and work reports that are used for time accounting under flextime systems.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 8532

1

**TITLE:** Time and billing files

**DATES:** i 1983-1984.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

An accounting document that requests the transfer of funds between agencies for services rendered or materials purchased.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 17918

3

**TITLE:** Uranium projects environmental reports

**DATES:** 1978-1979.

**ARRANGEMENT:** none

**DESCRIPTION:**

Copies of legal interpretations of the Attorney General's office written at the request of an agency asking for guidance in enforcing, obeying, and/or interpretation of the law. The Attorney General's Office maintains the record copy of all official opinions.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in mining activities in Utah.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 145

3

**TITLE:** Utah Power and Light case file

**DATES:** 1973-1976.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records could document energy issues in the state.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 11871

3

**TITLE:** Warrant requests

**DATES:** 1980-1998.

**ARRANGEMENT:** Numerical by warrant number

**DESCRIPTION:**

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Social security number

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 3347

3

**TITLE:** Westlake investigation case evidence

**DATES:** 1971-1972.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Attorney General's Office (Utah)

**SERIES:** 5545

3

**TITLE:** Writ of Habeas Corpus register

**DATES:** 1966-1970.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Prison inmates are represented by the Attorney General's office in petitioning for writs of habeas corpus. The docket records the court involved, the name of petitioner and respondent, the nature of action, and the dates and type of proceedings held (e.g., petition for writ, appeal, exhibits received, denied, remitted, etc.). Details of the proceedings are not included.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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 9 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s). This disposition is based on the retention by the courts of habeas corpus materials for 9 years.

**PRIMARY DESIGNATION:**

Public