Retention and Classification Report

Agency: Attorney General's Office (67)

Utah State Capitol Complex
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Records Officer Nate Mutter

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03591	*	District attorney criminal case reports
00281	*	Encroachment case files
05372		Executive correspondence

00169 *Extradition records
04231 Felony criminal case files
00161 Financial records
26264 *G. Blaine Davis files
06358 General correspondence files
22059 *Government Records Access and Management Act seminar
00256 Guardianship case files
00143 *Harvey H. Cluff photograph
00270 *Highway division correspondence
17939 *Human Services Division personnel files
21999 Indian Ridge case file
00136 *Inheritance tax record books
04977 *Jack L. Crellin correspondence
17593 *Judicial systems review
83636 *Law seminar reports
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)
20369 Opinions (informal)
00180 *Opinions (property tax)
20343 *Opinions (sales tax)
23312 *Opinions index
06052 *Opinions index cards
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

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 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/20/2015

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative

AGENCY: Attorney General's Office

SERIES: 9605
TITLE: Administrative payroll report files

(continued)

PRIMARY CLASSIFICATION:

Public	Eighteen personal data elements identified by the State Records Committee

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Attorney General's Office

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 in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 19.

AUTHORIZED: //

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 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.

AGENCY: Attorney General's Office

SERIES: 62
TITLE: Administrative records

(continued)

APPRAISAL:

Administrative Historical
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.

PRIMARY CLASSIFICATION:
Public

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 08/2015.

AGENCY: Attorney General's Office

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:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/17/1991

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Attorney General's Office

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 detainers; etc.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1990

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative Historical
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.

AGENCY: Attorney General's Office

SERIES: 17592
TITLE: Agreements

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

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 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/16/2009

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative Historical
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

SERIES: 63
TITLE: Annual reports

(continued)

PRIMARY CLASSIFICATION:
Public

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 08/2015.

AGENCY: Attorney General's Office

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 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/30/2015

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 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:

Administrative Legal
These records provide a perspective from the assistant attorney general's correspondence about legal matters in the state.

AGENCY: Attorney General's Office

SERIES: 265
TITLE: Assistant Attorney General correspondence

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

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:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

APPRAISAL:

Administrative Legal
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.

AGENCY: Attorney General's Office

SERIES: 128
TITLE: Bruce Hale's correspondence

(continued)

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

AGENCY: Attorney General's Office

SERIES: 2222 3
TITLE: Bryner's administrative records
DATES: ca. 1973.
ARRANGEMENT: Alphanumerical
TOTAL VOLUME:
DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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 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

SERIES: 64 3
TITLE: Case files
DATES: 1898-
ARRANGEMENT: Alphanumerical
TOTAL VOLUME:
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 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2000

FORMAT MANAGEMENT:

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

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

AGENCY: Attorney General's Office

SERIES: 64
TITLE: Case files

(continued)

APPRAISAL:

Administrative Historical
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.

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(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

SERIES: 289 3
TITLE: Charitable Foundation tax records
DATES: 1973-1975.
ARRANGEMENT: Alphanumerical.
TOTAL VOLUME:
DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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 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

SERIES: 133 3
TITLE: Civil actions registers
DATES: 1896-1916.
ARRANGEMENT: Alphanumerical.
TOTAL VOLUME:
DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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 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

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 15 years.

DISPOSITION:

Transfer to the State Archives with authority to weed provided no pending action or litigation

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 14 years and then transfer to State Archives provided no pending action or litigation.

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

Microfiche duplicate: Retain in State Archives permanently with

AGENCY: Attorney General's Office

SERIES: 282
TITLE: Civil case files

(continued)

authority to weed.

APPRAISAL:

Administrative Historical
These records document the history of civil litigation in the state.

PRIMARY CLASSIFICATION:
Protected

SECONDARY CLASSIFICATION(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

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 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1998

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative Historical
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

SERIES: 1522
TITLE: Civil rights litigation files

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):

Protected.	UCA 63G-2-305 (2008)
Private.	UCA 63G-2-302 (2008)

AGENCY: Attorney General's Office

SERIES: 144 3
TITLE: Claims against the state

DATES: 1955-1980.
ARRANGEMENT: Alphanumerical.
TOTAL VOLUME: 10.00 cubic feet.
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 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1998

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy provided no pending action or litigation.

APPRAISAL:

Administrative Fiscal
This disposition is based on the administrative needs expressed by the agency.

AGENCY: Attorney General's Office

SERIES: 144
TITLE: Claims against the state

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Protected. UCA 63G-2-305 (2008)

AGENCY: Attorney General's Office

SERIES: 164 3
TITLE: Claims committee
DATES: 1960-1968.
ARRANGEMENT: Alphanumerical.
TOTAL VOLUME:
DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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 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

SERIES: 137 3
TITLE: Claims committee minutes

DATES: 1962-1966.
ARRANGEMENT: Alphanumerical.
TOTAL VOLUME:
DESCRIPTION:

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

RETENTION:

Retain transfer to Archives after 3 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical
These records are the history of a body dealing with claims against employees of the department.

AGENCY: Attorney General's Office

SERIES: 137
TITLE: Claims committee minutes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

SERIES: 157 3
TITLE: Clyde Pearce's justice division records
DATES: 1975-1976.
ARRANGEMENT: Alphanumerical.
TOTAL VOLUME:
DESCRIPTION:

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

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Attorney General's Office

SERIES: 165 3
TITLE: Colorado River Commission case files
DATES: 1925-1963.
ARRANGEMENT: Alphabetical by subject.
TOTAL VOLUME:
DESCRIPTION:

These records document water issues before the Colorado River Commission.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical
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.

AGENCY: Attorney General's Office

SERIES: 165
TITLE: Colorado River Commission case files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

SERIES: 1565 3
TITLE: Compilation of disaster laws
DATES: 1979.
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

This series contains a compilation of the laws governing emergency procedures and responsibilities in case of disaster. Included are disaster control measues 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 Permanent. In Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

AGENCY: Attorney General's Office

SERIES: 272 3
TITLE: Construction and relocation contracts
DATES: 1960-1969.
ARRANGEMENT: Alphanumerical.
TOTAL VOLUME:
DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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 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

SERIES: 61 3
TITLE: Correspondence
DATES: 1896-
ARRANGEMENT: Alphanumerical.
TOTAL VOLUME:
DESCRIPTION:

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

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 03/30/2015

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 State Archives permanently with authority to weed.

APPRAISAL:

Legal

AGENCY: Attorney General's Office

SERIES: 61
TITLE: Correspondence

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

SERIES: 134 3
TITLE: Criminal actions registers
DATES: 1896-1899.
ARRANGEMENT: Alphanumerical.
TOTAL VOLUME:
DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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 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

SERIES: 8533 3
TITLE: Daily time entry slips
DATES: i 1983-
ARRANGEMENT: Chronological
TOTAL VOLUME:
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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative

AGENCY: Attorney General's Office

SERIES: 8533
TITLE: Daily time entry slips

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

SERIES: 280 3
TITLE: Damage and action case files
DATES: 1959-1977.
ARRANGEMENT: Alphanumerical.
TOTAL VOLUME:
DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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 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

SERIES: 263 3
TITLE: Delinquent corporation records
DATES: 1961-1972.
ARRANGEMENT: Alphanumerical.
TOTAL VOLUME:
DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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 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

SERIES: 84569 3
TITLE: Detainers agreement manual
DATES: 1967.
ARRANGEMENT: chronological
TOTAL VOLUME:
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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

AGENCY: Attorney General's Office

SERIES: 27931 3
TITLE: Diligent Enforcement of 1998 Tobacco Settlement records
DATES: 1994-
ARRANGEMENT: chronological by year
TOTAL VOLUME:
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 30 years

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:

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

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

AGENCY: Attorney General's Office

SERIES: 27931
TITLE: Diligent Enforcement of 1998 Tobacco Settlement records

(continued)

APPRAISAL:

Fiscal Legal
This disposition is based on legal and fiscal value of enforcement of the 1999 Tobacco Settlement.

PRIMARY CLASSIFICATION:
Protected Taxpayer records and litigation documents

AGENCY: Attorney General's Office

SERIES: 3591 3
TITLE: District attorney criminal case reports

DATES: 1900, 1913.
ARRANGEMENT: by number of district court
TOTAL VOLUME:
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:

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical Legal
These records document criminal cases and their outcomes.

PRIMARY CLASSIFICATION:

Public

AGENCY: Attorney General's Office

SERIES: 281 3
TITLE: Encroachment case files
DATES: 1961-1965.
ARRANGEMENT: Alphanumerical.
TOTAL VOLUME:
DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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 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

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 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 03/31/2015

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year 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.

AGENCY: Attorney General's Office

SERIES: 5372
TITLE: Executive correspondence

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

SERIES: 169 3
TITLE: Extradition records
DATES: 1971-1972.
ARRANGEMENT: Alphanumerical.
ANNUAL ACCUMULATION:
DESCRIPTION:

These records document one year of extraditions from the state.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

PRIMARY CLASSIFICATION:

Public

AGENCY: Attorney General's Office

SERIES: 4231 3
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 30 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1997

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year after case 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.

AGENCY: Attorney General's Office

SERIES: 4231
TITLE: Felony criminal case files

(continued)

APPRAISAL:

Administrative Historical Legal
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.

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(S):

Private.	UCA 63G-2-302(2)(d) (2008)
Public.	Documents from a public hearing

AGENCY: Attorney General's Office

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 2 years after closure.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 19.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative Fiscal
This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Attorney General's Office

SERIES: 161
TITLE: Financial records

(continued)

PRIMARY CLASSIFICATION:
Protected

SECONDARY CLASSIFICATION(S):
Public. UCA 63G-2-301 (2008)

AGENCY: Attorney General's Office

SERIES: 26264 3
TITLE: G. Blaine Davis files
DATES: 1971-1978.
ARRANGEMENT: Alphabetical by subject.
ANNUAL ACCUMULATION:
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:

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 State Archives permanently with authority to weed.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Attorney General's Office

SERIES: 6358 3
TITLE: General correspondence files
DATES: 1989-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are reading files created by attorneys within the Criminal Appeals Division and include miscellaneous correspondence, letters, and memorandums. These materials do not relate to specific court cases being handled by the division and are very general in nature.

RETENTION:

Retain 5 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

AUTHORIZED: 01/30/1991

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed by the agency.

AGENCY: Attorney General's Office

SERIES: 6358
TITLE: General correspondence files

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302 (2008)

AGENCY: Attorney General's Office

SERIES: 22059 3
TITLE: Government Records Access and Management Act seminar video
DATES: 1992.
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/07/1999

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.

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Attorney General's Office

SERIES: 256 3
TITLE: Guardianship case files
DATES: undated
ARRANGEMENT: Alphanumerical.
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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 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

SERIES: 143 3
TITLE: Harvey H. Cluff photograph
DATES: 1921-1929.
ARRANGEMENT: Alphanumerical.
ANNUAL ACCUMULATION:
DESCRIPTION:

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

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical
Historically important portrait of Harvey H. Cluff, an attorney general of the state of Utah.

PRIMARY CLASSIFICATION:

Public

AGENCY: Attorney General's Office

SERIES: 270 3
TITLE: Highway division correspondence
DATES: 1960-1965.
ARRANGEMENT: Alphanumerical.
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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 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

SERIES: 17939 3
TITLE: Human Services Division personnel files
DATES: 1980-2010.
ARRANGEMENT: Alphabetical by surname.
ANNUAL ACCUMULATION:
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 65 years after retirement or separation.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

AUTHORIZED: 10/10/1996

AGENCY: Attorney General's Office

SERIES: 17939
TITLE: Human Services Division personnel files

(continued)

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative Legal
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 CLASSIFICATION:
Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY CLASSIFICATION(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

SERIES: 21999 3
TITLE: Indian Ridge case file
DATES: undated
ARRANGEMENT: none
ANNUAL ACCUMULATION:
DESCRIPTION:

Case #105-79008; received in archives 1984.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

AGENCY: Attorney General's Office

SERIES: 136 3
TITLE: Inheritance tax record books
DATES: 1910-1918.
ARRANGEMENT: Alphanumerical.
ANNUAL ACCUMULATION:
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:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

APPRAISAL:

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

AGENCY: Attorney General's Office

SERIES: 136
TITLE: Inheritance tax record books

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

SERIES: 4977 3
TITLE: Jack L. Crellin correspondence
DATES: 1978-1979.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

Correspondence of Attorney General, Jack L. Crellin.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical
Documents history of the Attorney General's Office.

PRIMARY CLASSIFICATION:

Public

AGENCY: Attorney General's Office

SERIES: 17593 3
TITLE: Judicial systems review
DATES: 1974.
ARRANGEMENT:
ANNUAL ACCUMULATION:
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:

Retain 5 yEARS.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1990

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 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:

Administrative Historical
Attorney General Wilkinson era notes and loose leaf binder. Includes findings of a review committee to recommend improvements to law enforcement.

AGENCY: Attorney General's Office

SERIES: 17593
TITLE: Judicial systems review

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

SERIES: 83636 3
TITLE: Law seminar reports
DATES: ca. 1975-1982.
ARRANGEMENT: chronological

ANNUAL ACCUMULATION:
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 Archvies custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 04/15/2003

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 State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: Attorney General's Office

SERIES: 83636
TITLE: Law seminar reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

SERIES: 279 3
TITLE: Legislative records
DATES: 1963-1977.
ARRANGEMENT: Alphanumerical.
ANNUAL ACCUMULATION:
DESCRIPTION:

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

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1990

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 administrative need ends and then destroy.

APPRAISAL:

Administrative

AGENCY: Attorney General's Office

SERIES: 279
TITLE: Legislative records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

SERIES: 266 3
TITLE: Legislature's financial claims
DATES: 1968-1971.
ARRANGEMENT: Alphanumerical.
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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 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

SERIES: 288 3
TITLE: Liquor Control Commission's administrative records
DATES: 1975-1976.
ARRANGEMENT: Alphanumerical.
ANNUAL ACCUMULATION:
DESCRIPTION:

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

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical
These records document history of liquor control in the state.

PRIMARY CLASSIFICATION:

Public

AGENCY: Attorney General's Office

SERIES: 173 3
TITLE: Liquor control commission investigation records
DATES: ca. 1937.
ARRANGEMENT: Alphanumerical.
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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 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

SERIES: 252 3
TITLE: Local court abstracts of judgment
DATES: 1939-1941.
ARRANGEMENT: Alphanumerical.
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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 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

SERIES: 140 3
TITLE: Miscellaneous expenditure vouchers
DATES: 1973-1975.
ARRANGEMENT: Numerical.
ANNUAL ACCUMULATION:
DESCRIPTION:

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

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

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 State Records Center for 7 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Attorney General's Office

SERIES: 174 3
TITLE: Old age assistance lien agreements
DATES: 1958-1965.
ARRANGEMENT: Alphanumerical.
ANNUAL ACCUMULATION:
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:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

APPRAISAL:

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

AGENCY: Attorney General's Office

SERIES: 174
TITLE: Old age assistance lien agreements

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

SERIES: 1566 3
TITLE: Open and public meetings act
DATES: 1978.
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION:
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:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 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:

Historical Legal
Disposition based on historical and legal value providing guidelines for applicability of the Open Meetings Act to agencies in a question/answer format.

AGENCY: Attorney General's Office

SERIES: 1566
TITLE: Open and public meetings act

(continued)

PRIMARY CLASSIFICATION:
Public

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 08/2015.

AGENCY: Attorney General's Office

SERIES: 11964 3
TITLE: Opinion correspondence indexes
DATES: 1909-1916.
ARRANGEMENT: chronological, thereunder alphabetical
ANNUAL ACCUMULATION:
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:

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.

AGENCY: Attorney General's Office

SERIES: 20323 4
TITLE: Opinion digest
DATES: 1960-1974.
ARRANGEMENT: Numerical by abstract number.
ANNUAL ACCUMULATION:
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 SG 1, Item 25.

AUTHORIZED: 05/24/2011

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 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:

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

AGENCY: Attorney General's Office

SERIES: 20323
TITLE: Opinion digest

(continued)

PRIMARY CLASSIFICATION:
Public

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 07/2015.

AGENCY: Attorney General's Office

SERIES: 80234 3
TITLE: Opinion index (Jack Crellin)
DATES: 1969-1973.
ARRANGEMENT: Alphabetical by subject
ANNUAL ACCUMULATION:
DESCRIPTION:

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

RETENTION:

Retain admin need

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/27/2015

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.

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:

Administrative Historical

AGENCY: Attorney General's Office

SERIES: 80234
TITLE: Opinion index (Jack Crellin)

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

SERIES: 7191 4
TITLE: Opinions (formal)
DATES: 1945-
ARRANGEMENT: Numerical by opinion number.
ANNUAL ACCUMULATION:
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:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is proposed and has not yet been approved.

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 microfilmed and then destroy provided microfilm has passed inspection and 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.

AGENCY: Attorney General's Office

SERIES: 7191
TITLE: Opinions (formal)

(continued)

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 authority to weed.

Paper: For records beginning in 1971 through 1988. Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

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

PRIMARY CLASSIFICATION:
Public

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 06/2015.

AGENCY: Attorney General's Office

SERIES: 20369 4
TITLE: Opinions (informal)
DATES: 1969-
ARRANGEMENT: Numerical by opinion number, numbers assigned chronologically.
ANNUAL ACCUMULATION:
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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Records Center for 5 years after being microfilmed and then destroy provided microfilm has passed inspection.

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

SERIES: 20369
TITLE: Opinions (informal)

(continued)

APPRAISAL:

Historical Legal
This disposition is based on the usefulness of these records in documenting legal issues facing state agencies.

PRIMARY CLASSIFICATION:
Public

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 07/2015.

AGENCY: Attorney General's Office

SERIES: 180 4
TITLE: Opinions (property tax)
DATES: 1929-1964.
ARRANGEMENT: Numerical by opinion number.
ANNUAL ACCUMULATION:
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:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 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:

Historical Legal
This disposition is based on the documentation this series provides regarding the Attorney General's advisory opinion on matters of law.

AGENCY: Attorney General's Office

SERIES: 180
TITLE: Opinions (property tax)

(continued)

PRIMARY CLASSIFICATION:
Public

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 06/2015.

AGENCY: Attorney General's Office

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:

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 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:

Historical Legal
This disposition is based on the documentation the series provides regarding Attorney General's advisory opinions on questions of law.

AGENCY: Attorney General's Office

SERIES: 20343
TITLE: Opinions (sales tax)

(continued)

PRIMARY CLASSIFICATION:
Public

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 07/2015.

AGENCY: Attorney General's Office

SERIES: 23312 4
TITLE: Opinions index
DATES: 1917-1921; 1968-1982.
ARRANGEMENT: Alphabetical by first letter of subject.
TOTAL VOLUME:
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:

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 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:

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

RETENTION JUSTIFICATION:

AGENCY: Attorney General's Office

SERIES: 23312
TITLE: Opinions index

(continued)

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

PRIMARY CLASSIFICATION:
Public

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 07/2015.

AGENCY: Attorney General's Office

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.
TOTAL VOLUME:
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:

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 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:

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

AGENCY: Attorney General's Office

SERIES: 6052
TITLE: Opinions index cards

(continued)

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

PRIMARY CLASSIFICATION:
Public

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 06/2015.

AGENCY: Attorney General's Office

SERIES: 9603 3
TITLE: Personnel files
DATES: 1980-
ARRANGEMENT: Alphabetical by surname
TOTAL VOLUME:
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 65 years after termination

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/17/1991

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative

AGENCY: Attorney General's Office

SERIES: 9603
TITLE: Personnel files

(continued)

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

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

SECONDARY CLASSIFICATION(S):
Protected. UCA 63G-2-305(9)(a),(10)

AGENCY: Attorney General's Office

SERIES: 4966 3
TITLE: Phil L. Hansen's correspondence
DATES: 1974-1980.
ARRANGEMENT: Alphanumerical
TOTAL VOLUME:
DESCRIPTION:

This is correspondence

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

APPRAISAL:

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

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

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Attorney General's Office

SERIES: 10894 3
TITLE: Phone message registers
DATES: 1990-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 09/23/1992

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative

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

AGENCY: Attorney General's Office

SERIES: 21110 3
TITLE: Polygamy investigation card files
DATES: 1954-1960.
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION:
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:

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical
These records identify and have information about members of polygamist communities and neighbors and potential informants.

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

AGENCY: Attorney General's Office

SERIES: 21110
TITLE: Polygamy investigation card files

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Attorney General's Office

SERIES: 129 3
TITLE: Polygamy investigation case files
DATES: 1954-1969.
ARRANGEMENT: Alphabetical by group name or individual surname.
ANNUAL ACCUMULATION:
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:

Retain 100 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Records Center for 100 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal
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.

AGENCY: Attorney General's Office

SERIES: 129
TITLE: Polygamy investigation case files

(continued)

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

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(S):

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

AGENCY: Attorney General's Office

SERIES: 21109 3
TITLE: Polygamy investigation testimony and evidence files
DATES: 1954-1960.
ARRANGEMENT: none
ANNUAL ACCUMULATION:
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:

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 State Archives permanently with authority to weed.

APPRAISAL:

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

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

AGENCY: Attorney General's Office

SERIES: 21109
TITLE: Polygamy investigation testimony and evidence files

(continued)

PRIMARY CLASSIFICATION:
Private

SECONDARY CLASSIFICATION(S):
Protected

AGENCY: Attorney General's Office

SERIES: 175 3
TITLE: Preliminary title reports
DATES: 1967.
ARRANGEMENT: Alphanumerical.
ANNUAL ACCUMULATION:
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:

Retain 5 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 30.

AUTHORIZED: 05/23/2003

FORMAT MANAGEMENT:

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

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

AGENCY: Attorney General's Office

SERIES: 175
TITLE: Preliminary title reports

(continued)

APPRAISAL:

Administrative
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.

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

SERIES: 271 3
TITLE: PUMO case files
DATES: 1964-1965.
ARRANGEMENT: alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

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

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 04/2015.

AGENCY: Attorney General's Office

SERIES: 260 3
TITLE: Public domain publications
DATES: 1960.
ARRANGEMENT: Alphanumerical.
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

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

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 04/2015.

AGENCY: Attorney General's Office

SERIES: 255 3
TITLE: Public Service Commission case files
DATES: 1901-1968.
ARRANGEMENT: Alphanumerical.
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

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

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 04/2015.

AGENCY: Attorney General's Office

SERIES: 14249 3
TITLE: Publications
DATES: 1919-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION:
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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 09/12/1994

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Historical
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

SERIES: 14249
TITLE: Publications

(continued)

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

PRIMARY CLASSIFICATION:
Public

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 08/2015.

AGENCY: Attorney General's Office

SERIES: 158 3
TITLE: Robert B. Hansen's administrative records
DATES: 1969-1975.
ARRANGEMENT: Alphanumerical.
ANNUAL ACCUMULATION:
DESCRIPTION:

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

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

APPRAISAL:

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

AGENCY: Attorney General's Office

SERIES: 158
TITLE: Robert B. Hansen's administrative records

(continued)

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

SERIES: 4219 3
TITLE: Salt Lake Security and Trust Company trial records
DATES: 1919-1926.
ARRANGEMENT: Alphanumerical.
ANNUAL ACCUMULATION:
DESCRIPTION:

Trial records of Salt Lake Security and Trust Company.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 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:

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

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

AGENCY: Attorney General's Office

SERIES: 4219
TITLE: Salt Lake Security and Trust Company trial records

(continued)

PRIMARY CLASSIFICATION:
Public

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 08/2015.

AGENCY: Attorney General's Office

SERIES: 8534 3
TITLE: Sign out sheets
DATES: i 1983-1984.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
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 SG 10, Item 25.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative

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

AGENCY: Attorney General's Office

SERIES: 8534
TITLE: Sign out sheets

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

SERIES: 142 3
TITLE: Slip laws
DATES: 1935.
ARRANGEMENT: Alphanumerical.
ANNUAL ACCUMULATION:
DESCRIPTION:

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

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

APPRAISAL:

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

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

AGENCY: Attorney General's Office

SERIES: 142
TITLE: Slip laws

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

SERIES: 258 3
TITLE: State building project bid applications
DATES: 1960-1969.
ARRANGEMENT: Alphanumerical.
ANNUAL ACCUMULATION:
DESCRIPTION:

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

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 6, Item 6.

AUTHORIZED: 05/04/1999

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 State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical
These records document the bid process for state buildings.

AGENCY: Attorney General's Office

SERIES: 258
TITLE: State building project bid applications

(continued)

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

SERIES: 162 3
TITLE: Supreme court hearings case files
DATES: 1976-1977.
ARRANGEMENT: Alphanumerical by case number.
ANNUAL ACCUMULATION:
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:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical
These records document cases that could have historical value.

AGENCY: Attorney General's Office

SERIES: 162
TITLE: Supreme court hearings case files

(continued)

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

PRIMARY CLASSIFICATION:
Public

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 08/2015.

AGENCY: Attorney General's Office

SERIES: 17722 3
TITLE: Tax exempt status decisions
DATES: 1976.
ARRANGEMENT: approved or disapproved
ANNUAL ACCUMULATION:
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:

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

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

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

AGENCY: Attorney General's Office

SERIES: 9638 3
TITLE: Time and attendance reports
DATES: 1970-
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION:
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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative

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

AGENCY: Attorney General's Office

SERIES: 9638
TITLE: Time and attendance reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

SERIES: 8532 3
TITLE: Time and billing files
DATES: i 1983-1984.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
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 authorized by Archives general schedule SG 7, Item 26.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative Fiscal

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

AGENCY: Attorney General's Office

SERIES: 8532
TITLE: Time and billing files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

SERIES: 17918 3
TITLE: Uranium projects environmental reports
DATES: 1978-1979.
ARRANGEMENT: none
ANNUAL ACCUMULATION:
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:

Retain 10 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year 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:

Administrative Historical
This disposition is based on the secondary historical value to researchers interested in mining activities in Utah.

AGENCY: Attorney General's Office

SERIES: 17918
TITLE: Uranium projects environmental reports

(continued)

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

SERIES: 145 3
TITLE: Utah Power and Light case file
DATES: 1973-1976.
ARRANGEMENT: Alphanumerical.
ANNUAL ACCUMULATION:
DESCRIPTION:

Includes case 1865, 1866, & Campbell Bldg.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical
These records could document energy issues in the state.

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

AGENCY: Attorney General's Office

SERIES: 145
TITLE: Utah Power and Light case file

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office

SERIES: 11871 3
TITLE: Warrant requests
DATES: 1980-1998.
ARRANGEMENT: Numerical by warrant number
ANNUAL ACCUMULATION:
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.

AUTHORIZED: 03/01/1993

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

APPRAISAL:

Administrative Fiscal

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

AGENCY: Attorney General's Office

SERIES: 11871
TITLE: Warrant requests

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. Social security number

AGENCY: Attorney General's Office

SERIES: 3347 3
TITLE: Westlake investigation case evidence
DATES: 1971-1972.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

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

AGENCY: Attorney General's Office

SERIES: 5545 3
TITLE: Writ of Habeas Corpus register
DATES: 1966-1970.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
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:

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

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

APPRAISAL:

Administrative Legal
This disposition is based on the retention by the courts of habeas corpus materials for 9 years.

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

AGENCY: Attorney General's Office

SERIES: 5545
TITLE: Writ of Habeas Corpus register

(continued)

PRIMARY CLASSIFICATION:
Public