

Retention and Classification Report

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

Utah State Capitol Complex
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Records Officer: Terry Lym

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AGENCY: Attorney General's Office (Utah)

SERIES: 6358

3

TITLE: Administrative correspondence records

DATES: 1930-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

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

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 4, Item 12.

AUTHORIZED: 07/27/2016

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative

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

AGENCY: Attorney General's Office (Utah)

SERIES: 6358

TITLE: Administrative correspondence records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2016.

AGENCY: Attorney General's Office (Utah)

SERIES: 9605

3

TITLE: Administrative payroll report files

DATES: 1980-

ARRANGEMENT: Numerical by report number

ANNUAL ACCUMULATION:

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:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public Eighteen personal data elements identified by the State Records Committee

SECONDARY DESIGNATION(S):

Private

AGENCY: Attorney General's Office (Utah)

SERIES: 62

3

TITLE: Administrative records

DATES: 1902-

ARRANGEMENT: Alphanumerical.

ANNUAL ACCUMULATION:

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:

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:

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

AGENCY: Attorney General's Office (Utah)

SERIES: 62

TITLE: Administrative records

(continued)

the Ted Bundy and William Andrews cases.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 9606

3

TITLE: Administrative reference/reading files

DATES: 1982-2015.

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION:

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:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 17592

3

TITLE: Agreements

DATES: 1962-1974.

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

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:

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 (Utah)

SERIES: 17592

TITLE: Agreements

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

SERIES: 63

3

TITLE: Annual reports

DATES: 1896-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION:

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:

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 (Utah)

SERIES: 63

TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 265

3

TITLE: Assistant Attorney General correspondence

DATES: 1969-

ARRANGEMENT: Alphanumerical.

ANNUAL ACCUMULATION:

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:

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.

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

SERIES: 128

3

TITLE: Bruce Hale's correspondence

DATES: 1973-1986.

ARRANGEMENT: Alphanumerical.

TOTAL VOLUME: 3.80 cubic feet.

DESCRIPTION:

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

RETENTION:

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:

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.

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Attorney General's Office (Utah)

SERIES: 2222

3

TITLE: Bryner's administrative records

DATES: ca. 1973.

ARRANGEMENT: Alphanumerical

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:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 64

3

TITLE: Case files

DATES: 1898-

ARRANGEMENT: Alphanumerical

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:

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 (Utah)

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 DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 289

3

TITLE: Charitable Foundation tax records

DATES: 1973-1975.

ARRANGEMENT: Alphanumerical.

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:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 133

3

TITLE: Civil actions registers

DATES: 1896-1916.

ARRANGEMENT: Alphanumerical.

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:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 282

3

TITLE: Civil case files

DATES: 1921-

ARRANGEMENT: Alphabetical by case name or designation.

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

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

RETENTION:

Retain 15 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: 06/1999

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

Administrative Historical

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

AGENCY: Attorney General's Office (Utah)

SERIES: 282

TITLE: Civil case files

(continued)

PRIMARY DESIGNATION:

Protected

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 1522

3

TITLE: Civil rights litigation files

DATES: 1975-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

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

RETENTION:

Retain 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:

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 (Utah)

SERIES: 1522

TITLE: Civil rights litigation files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

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

AGENCY: Attorney General's Office (Utah)

SERIES: 144

3

TITLE: Claims against the state

DATES: 1955-

ARRANGEMENT: Alphanumerical.

ANNUAL ACCUMULATION:

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:

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

APPROVED: 09/1998

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative Fiscal

AGENCY: Attorney General's Office (Utah)

SERIES: 144

TITLE: Claims against the state

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Attorney General's Office (Utah)

SERIES: 164

3

TITLE: Claims committee

DATES: 1960-1968.

ARRANGEMENT: Alphanumerical.

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:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 137

3

TITLE: Claims committee minutes

DATES: 1962-1966.

ARRANGEMENT: Alphanumerical.

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 3 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 6.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Attorney General's Office (Utah)

SERIES: 157

3

TITLE: Clyde Pearce's justice division records

DATES: 1975-1976.

ARRANGEMENT: Alphanumerical.

ANNUAL ACCUMULATION:

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:

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

APPRAISAL:

Historical

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

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

SERIES: 165

3

TITLE: Colorado River Commission case files

DATES: 1925-1963.

ARRANGEMENT: Alphabetical by subject.

ANNUAL ACCUMULATION:

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:

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.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: Attorney General's Office (Utah)

SERIES: 1565

3

TITLE: Compilation of disaster laws

DATES: 1979.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

HOLDINGS: 1979.

RETENTION:

Retain 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:

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

AGENCY: Attorney General's Office (Utah)

SERIES: 272

3

TITLE: Construction and relocation contracts

DATES: 1960-1969.

ARRANGEMENT: Alphanumerical.

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:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 61

3

TITLE: Correspondence

DATES: 1896-

ARRANGEMENT: Alphanumerical.

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 4, Item 10.

AUTHORIZED: 03/30/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

Legal

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

SERIES: 134

3

TITLE: Criminal actions registers

DATES: 1896-1899.

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:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 8533

3

TITLE: Daily time entry slips

DATES: i 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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:

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

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

SERIES: 280

3

TITLE: Damage and action case files

DATES: 1959-1977.

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:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 263

3

TITLE: Delinquent corporation records

DATES: 1961-1972.

ARRANGEMENT: Alphanumerical.

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:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 84569

3

TITLE: Detainers agreement manual

DATES: 1967.

ARRANGEMENT: chronological

ANNUAL ACCUMULATION:

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:

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

AGENCY: Attorney General's Office (Utah)

SERIES: 27931

3

TITLE: Diligent Enforcement of 1998 Tobacco Settlement records

DATES: 1994-

ARRANGEMENT: chronological by year

ANNUAL ACCUMULATION:

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:

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 (Utah)

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 DESIGNATION:

Protected Taxpayer records and litigation documents

AGENCY: Attorney General's Office (Utah)

SERIES: 3591

3

TITLE: District attorney criminal case reports

DATES: 1900, 1913.

ARRANGEMENT: by number of district court

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical Legal

These records document criminal cases and their outcomes.

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

SERIES: 281

3

TITLE: Encroachment case files

DATES: 1961-1965.

ARRANGEMENT: Alphanumerical.

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:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 5372

3

TITLE: Executive correspondence

DATES: 1930-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 11.00 cubic feet.

DESCRIPTION:

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

RETENTION:

Retain 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 4, Item 10.

AUTHORIZED: 03/31/2015

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative Historical

These records document the decision-making and strategies of the agency in providing statewide legal services for governmental agencies.

AGENCY: Attorney General's Office (Utah)

SERIES: 5372

TITLE: Executive correspondence

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2016.

AGENCY: Attorney General's Office (Utah)

SERIES: 169

3

TITLE: Extradition records

DATES: 1971-1972.

ARRANGEMENT: Alphanumerical.

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:

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

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

SERIES: 28828

1

TITLE: Federal grant financial records

DATES: 2007-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 7 years after grant expires.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative Fiscal

RETENTION JUSTIFICATION:

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

AGENCY: Attorney General's Office (Utah)

SERIES: 28828

TITLE: Federal grant financial records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Attorney General's Office (Utah)

SERIES: 4231

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 is authorized by Archives general schedule SG 17, Item 9.

AUTHORIZED: 11/08/2017

FORMAT MANAGEMENT:

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

APPRAISAL:

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.

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

AGENCY: Attorney General's Office (Utah)

SERIES: 4231

TITLE: Felony criminal case files

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

Public. Documents from a public hearing

AGENCY: Attorney General's Office (Utah)

SERIES: 161

3

TITLE: Financial records

DATES: 1963-

ARRANGEMENT: Alphanumerical.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

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

RETENTION:

Retain 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:

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.

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

AGENCY: Attorney General's Office (Utah)

SERIES: 161

TITLE: Financial records

(continued)

PRIMARY DESIGNATION:

Protected

SECONDARY DESIGNATION(S):

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

AGENCY: Attorney General's Office (Utah)

SERIES: 26264

3

TITLE: G. Blaine Davis files

DATES: 1971-1978.

ARRANGEMENT: Alphabetical by subject.

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:

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.

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

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

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 Government Records Access and Management Act (GRAMA).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/07/1999

FORMAT MANAGEMENT:

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.

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

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

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:

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

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 143

3

TITLE: Harvey H. Cluff photograph

DATES: 1921-1929.

ARRANGEMENT: Alphanumerical.

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:

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.

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Attorney General's Office (Utah)

SERIES: 270

3

TITLE: Highway division correspondence

DATES: 1960-1965.

ARRANGEMENT: Alphanumerical.

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:

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

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 17939

3

TITLE: Human Services Division personnel files

DATES: 1980-2010.

ARRANGEMENT: Alphabetical by surname.

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

FORMAT MANAGEMENT:

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

AGENCY: Attorney General's Office (Utah)

SERIES: 17939

TITLE: Human Services Division personnel files

(continued)

APPRAISAL:

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.

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

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 21999

3

TITLE: Indian Ridge case file

DATES: 1980-1984.

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 15 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2016.

AGENCY: Attorney General's Office (Utah)

SERIES: 136

3

TITLE: Inheritance tax record books

DATES: 1910-1918.

ARRANGEMENT: Alphanumerical.

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:

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.

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Attorney General's Office (Utah)

SERIES: 4977

3

TITLE: Jack L. Crellin correspondence

DATES: 1978-1979.

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

Correspondence of Attorney General, Jack L. Crellin.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Documents history of the Attorney General's Office.

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

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

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:

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.

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

AGENCY: Attorney General's Office (Utah)

SERIES: 17593

TITLE: Judicial systems review

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

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:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

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:

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

APPRAISAL:

Administrative

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Attorney General's Office (Utah)

SERIES: 266

3

TITLE: Legislature's financial claims

DATES: 1968-1971.

ARRANGEMENT: Alphanumerical.

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:

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

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 288

3

TITLE: Liquor Control Commission's administrative records

DATES: 1975-1976.

ARRANGEMENT: Alphanumerical.

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:

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

APPRAISAL:

Administrative Historical

These records document history of liquor control in the state.

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

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

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:

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.

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 252

3

TITLE: Local court abstracts of judgment

DATES: 1939-1941.

ARRANGEMENT: Alphanumerical.

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:

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

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 140

3

TITLE: Miscellaneous expenditure vouchers

DATES: 1973-1975.

ARRANGEMENT: Numerical.

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:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 20.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

APPRAISAL:

Fiscal

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Attorney General's Office (Utah)

SERIES: 174

3

TITLE: Old age assistance lien agreements

DATES: 1958-1965.

ARRANGEMENT: Alphanumerical.

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:

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.

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

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

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:

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.

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

AGENCY: Attorney General's Office (Utah)

SERIES: 1566

TITLE: Open and public meetings act

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 11964

3

TITLE: Opinion correspondence indexes

DATES: 1909-1916.

ARRANGEMENT: chronological, thereunder alphabetical.

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Attorney General's Office (Utah)

SERIES: 20323

4

TITLE: Opinion digest

DATES: 1960-1974.

ARRANGEMENT: Numerical by abstract number.

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:

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).

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 80234

3

TITLE: Opinion index (Jack Crellin)

DATES: 1969-1973.

ARRANGEMENT: Alphabetical by subject

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:

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

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

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

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 authorized by Archives general schedule SG 1, Item 75.

AUTHORIZED: 05/15/2017

FORMAT MANAGEMENT:

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

Microfiche master: Retain in State Archives permanently.

Microfiche duplicate: Retain in Office permanently.

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

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

AGENCY: Attorney General's Office (Utah)

SERIES: 7191

TITLE: Opinions (formal)

(continued)

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

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

APPRAISAL:

Administrative Fiscal Historical Legal

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

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 20369

4

TITLE: Opinions (informal)

DATES: 1969-

ARRANGEMENT: Numerical by opinion number, numbers assigned chronologically.

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:

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:

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

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

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

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

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

AGENCY: Attorney General's Office (Utah)

SERIES: 20369

TITLE: Opinions (informal)

(continued)

APPRAISAL:

Historical Legal

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

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 180

4

TITLE: Opinions (property tax)

DATES: 1929-1964.

ARRANGEMENT: Numerical by opinion number.

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:

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.

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

AGENCY: Attorney General's Office (Utah)

SERIES: 180

TITLE: Opinions (property tax)

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 20343

4

TITLE: Opinions (sales tax)

DATES: 1937-1964.

ARRANGEMENT: Numerical by opinion number.

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

Historical Legal

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

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 23312

4

TITLE: Opinions index

DATES: 1917-1921; 1968-1982.

ARRANGEMENT: Alphabetical by first letter of subject.

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:

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:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 6052

4

TITLE: Opinions index cards

DATES: 1930-1964.

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

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:

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).

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Attorney General's Office (Utah)

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 separation or 7 years after retirement or death.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 62.

AUTHORIZED: 06/17/2016

FORMAT MANAGEMENT:

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

APPRAISAL:

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 (Utah)

SERIES: 9603

TITLE: Personnel files

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

AGENCY: Attorney General's Office (Utah)

SERIES: 4966

3

TITLE: Phil L. Hansen's correspondence

DATES: 1974-1980.

ARRANGEMENT: Alphanumerical

TOTAL VOLUME:

DESCRIPTION:

This is correspondence

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

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 DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 10894

3

TITLE: Phone message registers

DATES: 1990-2016.

ARRANGEMENT: Chronological.

TOTAL VOLUME:

DESCRIPTION:

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

RETENTION:

Retain 6 months.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 4, Item 8.

AUTHORIZED: 09/23/1992

FORMAT MANAGEMENT:

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.

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

SERIES: 21110

3

TITLE: Polygamy investigation card files

DATES: 1954-1960.

ARRANGEMENT: Alphabetical

TOTAL VOLUME:

DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

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.

PRIMARY DESIGNATION:

Private

AGENCY: Attorney General's Office (Utah)

SERIES: 129

3

TITLE: Polygamy investigation case files

DATES: 1954-1969.

ARRANGEMENT: Alphabetical by group name or individual surname.

TOTAL VOLUME:

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 50 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

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.

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 (Utah)

SERIES: 129

TITLE: Polygamy investigation case files

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Attorney General's Office (Utah)

SERIES: 21109

3

TITLE: Polygamy investigation testimony and evidence files

DATES: 1954-1960.

ARRANGEMENT: none

TOTAL VOLUME:

DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

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.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Protected

AGENCY: Attorney General's Office (Utah)

SERIES: 175

3

TITLE: Preliminary title reports

DATES: 1967.

ARRANGEMENT: Alphanumerical.

TOTAL VOLUME:

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:

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

APPRAISAL:

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.

AGENCY: Attorney General's Office (Utah)

SERIES: 175

TITLE: Preliminary title reports

(continued)

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Attorney General's Office (Utah)

SERIES: 271

3

TITLE: PUMO case files

DATES: 1964-1965.

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:

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 (Utah)

SERIES: 260

3

TITLE: Public domain publications

DATES: 1960.

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:

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 (Utah)

SERIES: 255

3

TITLE: Public Service Commission case files

DATES: 1901-1968.

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:

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 (Utah)

SERIES: 14249

3

TITLE: Publications

DATES: 1919-

ARRANGEMENT: Chronological.

TOTAL VOLUME:

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:

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.

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 (Utah)

SERIES: 14249

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 158

3

TITLE: Robert B. Hansen's administrative records

DATES: 1969-1975.

ARRANGEMENT: Alphanumerical.

TOTAL VOLUME:

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:

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.

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

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

SERIES: 4219

3

TITLE: Salt Lake Security and Trust Company trial records

DATES: 1919-1926.

ARRANGEMENT: Alphanumerical.

TOTAL VOLUME:

DESCRIPTION:

Trial records of Salt Lake Security and Trust Company.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

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.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 8534

3

TITLE: Sign out sheets

DATES: i 1983-1984.

ARRANGEMENT: Chronological

TOTAL VOLUME:

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:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 25.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

APPRAISAL:

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 (Utah)

SERIES: 8534

TITLE: Sign out sheets

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

SERIES: 142

3

TITLE: Slip laws

DATES: 1935.

ARRANGEMENT: Alphanumerical.

TOTAL VOLUME:

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:

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.

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

SERIES: 258

3

TITLE: State building project bid applications

DATES: 1960-1969.

ARRANGEMENT: Alphanumerical.

TOTAL VOLUME:

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:

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

APPRAISAL:

Administrative Historical

These records document the bid process for state buildings.

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

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

SERIES: 162

3

TITLE: Supreme court hearings case files

DATES: 1976-1977.

ARRANGEMENT: Alphanumerical by case number.

TOTAL VOLUME:

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:

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

APPRAISAL:

Historical

These records document cases that could have historical value.

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Attorney General's Office (Utah)

SERIES: 17722

3

TITLE: Tax exempt status decisions

DATES: 1976.

ARRANGEMENT: approved or disapproved

TOTAL VOLUME:

DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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 (Utah)

SERIES: 9638

3

TITLE: Time and attendance reports

DATES: 1970-

ARRANGEMENT: Alphabetical by surname

TOTAL VOLUME:

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:

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.

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

SERIES: 8532

3

TITLE: Time and billing files

DATES: i 1983-1984.

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

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

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 26.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Fiscal

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

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

SERIES: 17918

3

TITLE: Uranium projects environmental reports

DATES: 1978-1979.

ARRANGEMENT: none

TOTAL VOLUME:

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:

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.

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

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

SERIES: 145

3

TITLE: Utah Power and Light case file

DATES: 1973-1976.

ARRANGEMENT: Alphanumerical.

TOTAL VOLUME:

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:

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.

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office (Utah)

SERIES: 11871

3

TITLE: Warrant requests

DATES: 1980-1998.

ARRANGEMENT: Numerical by warrant number

TOTAL VOLUME:

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:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/01/1993

FORMAT MANAGEMENT:

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.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Social security number

AGENCY: Attorney General's Office (Utah)

SERIES: 3347

3

TITLE: Westlake investigation case evidence

DATES: 1971-1972.

ARRANGEMENT: Alphanumerical

TOTAL VOLUME:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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 (Utah)

SERIES: 5545

3

TITLE: Writ of Habeas Corpus register

DATES: 1966-1970.

ARRANGEMENT: Chronological

TOTAL VOLUME:

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:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

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 (Utah)

SERIES: 5545

TITLE: Writ of Habeas Corpus register

(continued)

PRIMARY DESIGNATION:

Public