

# Retention and Classification Report

**Agency:** Tax and Revenue Division (69)

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**Records Officer:** Diane Stevens

04277 \*Administrative Services case files  
09593 Anti-trust case files  
04266 \*Contracts case files  
04264 \*Corporations case files  
00135 \*Debt collection correspondence  
04268 \*Department of Insurance case files  
04151 Financial Institutions case files  
04230 \*Health care professions case files  
04272 \*Human Resources Management case files  
01578 \*Inheritance tax laws compilation  
09982 Insurance Department case files  
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04273 \*State Purchasing case files  
04166 Tax Commission case files  
00290 Tax Division case files  
08535 \*Tax returns of private foundations  
04274 \*Telecommunications case files

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4277

3

**TITLE:** Administrative Services case files

**DATES:** 1980-2010.

**ARRANGEMENT:** Alphabetical by last name.

**DESCRIPTION:**

These files document the legal cases for the Department of Administrative Services (DAS). The Attorney General's office is responsible for representing state agencies in legal actions brought against them, (UCA 67-5-3 thru 67-5-5 (1991)). These files provide the Attorney General's office with documentation essential for representing DAS. Information includes pleadings, correspondence, attorney's research and notes, complaints, court orders, and affidavits.

**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:** 09/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until case is resolved and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4277

**TITLE:** Administrative Services case files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Protected. Attorney's research and notes

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 9593

3

**TITLE:** Anti-trust case files

**DATES:** 1968-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These files document investigations by the Attorney General's Office of anti-trust violations to determine whether or not to prosecute violations of Utah anti-trust statutes. Some investigations do not result in litigation. Information includes attorney work product, investigative reports, court documents, research, and evidence.

**RETENTION:**

Retain 15 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1999

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Administrative

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

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 9593

**TITLE:** Anti-trust case files

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(9)(a)-(e)and UCA 63G-2-305(17)

**SECONDARY DESIGNATION(S):**

Protected. UCA 77-22-2 (court order)

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4266

3

**TITLE:** Contracts case files

**DATES:** 1980-2010.

**ARRANGEMENT:** Alphabetical by case name.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document the legal case files for the Department of Commerce, Division of Occupational and Professional Licensing, (DOPL), Contracts. The Attorney General's office is responsible for representing state agencies in legal actions brought against them, (UCA 67-5-3 thru 67-5-5 (1991)). These files provide the Attorney General's office with documentation essential for representing the Contracts section of DOPL. Information includes pleadings, correspondence, attorney's research and notes, complaints, court orders, and affidavits.

**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:** 09/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until case is resolved and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4266

**TITLE:** Contracts case files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Protected. Attorney's research an notes

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4264

3

**TITLE:** Corporations case files

**DATES:** 1972-2010.

**ARRANGEMENT:** Alphabetical by case name.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document the legal cases for the Department of Commerce, Division of Occupational and Professional Licensing, (DOPL), Corporations. The Attorney General's office is responsible for representing state agencies in legal actions brought against them, (UCA 67-5-3 thru 67-5-5 (1991)). These files provide the Attorney General's office with documentation essential for representing the Corporations section of DOPL. Information includes pleadings, correspondence, attorney's research and notes, court orders, complaints, and affidavits.

**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:** 09/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until case is resolved and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

Administrative



**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4264

**TITLE:** Corporations case files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Protected. Attorney's research and notes

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 135

3

**TITLE:** Debt collection correspondence

**DATES:** 1975-1986.

**ARRANGEMENT:** Alphanumerical.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Letters sent to individuals and businesses who earned income in Utah but failed to pay Utah income tax. Also includes files generated when individuals failed to pay bills to state agencies (eg., the University Hospital). Correspondence usually represents an attempt to collect payment before initiating litigation.

**RETENTION:**

Retain 6 years.

**DISPOSITION:**

Destroy.

**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.

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4268

3

**TITLE:** Department of Insurance case files

**DATES:** 1980-2010.

**ARRANGEMENT:** Alphabetical by surname.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files are created by staff attorneys and document litigation involving the state of Utah and its agencies as required by UCA 67-5-1(1) (1990). They include transcripts, case law, pleadings, correspondence, research, proceedings, briefs, trial transcripts, and motion copies. Additional information include age, appearance, assets, debts, birthdate and birthplace, family background, financial information, civil and criminal proceedings, medical information, psychiatric and psychological information, marital status, signature, social security number, tax information, and educational and employment history.

**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:** 07/1999

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

**APPRAISAL:**

Administrative Legal

This disposition is based on UCA 67-5-1(1) (1990), which specifies the duties of the Attorney General's Office and the administrative needs expressed by the agency.

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4268

**TITLE:** Department of Insurance case files

(continued)

**PRIMARY DESIGNATION:**

Protected

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4151

3

**TITLE:** Financial Institutions case files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by case name

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These files document the legal cases for the Department of Financial Institutions. The Attorney General's office is responsible for representing state agencies in legal actions brought against them, (UCA 67-5-3 thru 67-5-5 (1991)). These files provide the Attorney General's office with documentation essential for representing the Department of Financial Institutions. Information includes pleadings, correspondence, attorney's research and notes, court orders, and affidavits.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until case is resolved and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

Administrative

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

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4151

**TITLE:** Financial Institutions case files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Protected. Attorney's research and notes

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4230

3

**TITLE:** Health care professions case files

**DATES:** 1980-2010.

**ARRANGEMENT:** Alphabetical by case name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document the legal cases for the Department of Commerce, Division of Occupational and Professional Licensing (DOPL), Health Care Professions. The Attorney General's office is responsible for representing state agencies in legal actions brought against them, (UCA 67-5-3 thru 67-5-5 (1991)). These files provide the Attorney General's office with documentation essential for representing the Health Care Professions section of DOPL. Information includes pleadings, correspondence, attorney's research and notes, court orders, complaints, and affidavits.

**RETENTION:**

Retain 10 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until case is resolved and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

Administrative

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

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4230

**TITLE:** Health care professions case files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled.      Psychiatric information  
Protected.      Attorney's research and notes



**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4272

3

**TITLE:** Human Resources Management case files

**DATES:** 1980-2010.

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document the legal cases for the Department of Human Resources Management. The Attorney General's office is responsible for representing state agencies in legal actions brought against them, (UCA 67-5-3 thru 67-5-5 (1991)). These files provide the Attorney General's office with the documentation essential for representing the Department of Human Resources Management. Information includes pleadings, correspondence, attorney's research and notes, complaints, court orders, and affidavits.

**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:** 09/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until case is resolved and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4272

**TITLE:** Human Resources Management case files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. Psychiatric information

Protected. Attorney's research and notes

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 1578

3

**TITLE:** Inheritance tax laws compilation

**DATES:** ca. 1910-2010.

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Retain Permanent. 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 25.

**AUTHORIZED:** 07/15/2013

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1910 and continuing to the present. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 9982

3

**TITLE:** Insurance Department case files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by case name

**ANNUAL ACCUMULATION:** 21.00 cubic feet.

**DESCRIPTION:**

These files document the legal cases for the Insurance Department. The Attorney General's office is responsible for representing state agencies in legal actions brought against them, (UCA 67-5-3-5 thru 67-5-5 (1991)). These files provide the Attorney General's office with documentation essential for representing the Insurance Department. Information includes pleadings, correspondence, attorney's research and notes, court orders, complaints, and affidavits.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until case is resolved and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

Administrative

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

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 9982

**TITLE:** Insurance Department case files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled.      Personality inventory

Protected.      Attorney's research and notes

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4278

3

**TITLE:** 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. 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:**

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

**AUTHORIZED:** 06/29/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4278

**TITLE:** Personnel files

(continued)

**PRIMARY DESIGNATION:**

Private                      Except for seventeen data elements identified by State Records Committee which are Public. See 1990 General Retention Schedule, appendix 5.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4273

3

**TITLE:** State Purchasing case files

**DATES:** 1980-2010.

**ARRANGEMENT:** Alphabetical by case name.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document the legal cases for the Division of State Purchasing. The Attorney General's office is responsible for representing state agencies in legal actions brought against them, (UCA 67-5-3 thru 67-5-5 (1991)). These files provide the Attorney General's office with the documentation essential for representing State Purchasing. Information includes correspondence, attorney's research and notes, complaints, court orders, and affidavits.

**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:** 09/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until case is resolved and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

Administrative



**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4273

**TITLE:** State Purchasing case files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Protected. Attorney's research and notes

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4166

3

**TITLE:** Tax Commission case files

**DATES:** 1903-

**ARRANGEMENT:** Alphabetical by case name

**ANNUAL ACCUMULATION:** 40.00 cubic feet.

**DESCRIPTION:**

These files document the legal cases for the Utah State Tax Commission. The Attorney General's office is responsible for representing state agencies in legal actions brought against them, (UCA 67-5-3 thru 67-5-5 (1991)). These files provide the Attorney General's office with the documentation essential for representing the Tax Commission. Information includes pleadings, correspondence, attorney's research and notes, court orders, complaints, and affidavits.

**RETENTION:**

Retain 10 years after case closes.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until case is resolved and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

Administrative

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

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4166

**TITLE:** Tax Commission case files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Protected. Attorney's research and notes

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 290

3

**TITLE:** Tax Division case files

**DATES:** 1975-

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

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document cases litigated by the Tax and Business Regulation Division of the Attorney General's Office. Information includes correspondence, assigned attorney, attorney work product, and affidavits.

**RETENTION:**

Retain 15 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1998

**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 14 years and then destroy provided appellate process has been completed.

**APPRAISAL:**

Administrative Legal

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

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 290

**TITLE:** Tax Division case files

(continued)

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 8535

3

**TITLE:** Tax returns of private foundations

**DATES:** i 1985-2010.

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Federal law requires that private foundations submit a copy of their tax return to the Attorneys General offices of states where they have business interests or concerns. These tax returns indicate the sources of income for the foundations and their respective recipients. These documents include an analysis of revenues and expenses; statements regarding activities of the foundation; information regarding contributions, grants, gifts, loans, and scholarship programs; sources of the funds; recipients of the funds; restrictions on awards; names, addresses, and telephone numbers of persons accepting applications for the funds; capital gains or losses for tax on investment income; the names, addresses, salary, hours worked, and amounts used from an expense account; as well as contributions to the employee benefit plans of the individuals working for the foundation paid over \$30,000 annually.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/1986

**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 transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Legal  
USC 26-2033 and CFR 26-1.6033-3 (1990), specify that copies of these tax returns must be submitted to the Attorney General in each state where the foundation has significant interests. USC 26-6104(b), requires that these returns be open for public inspection.

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 8535

**TITLE:** Tax returns of private foundations

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4274

3

**TITLE:** Telecommunications case files

**DATES:** 1980-2010.

**ARRANGEMENT:** Alphabetical by case name.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document the legal cases for the Division of Information Technology Services (DITS), Telecommunications. The Attorney General's office is responsible for representing state agencies in legal actions brought against them, (UCA 67-5-3 thru 67-5-5 (1991)). These files provide the Attorney General's office with the documentation essential for representing the Division of Information Technology Services, Telecommunications. Information includes pleadings, correspondence, attorney's research and notes, complaints, court orders, and affidavits.

**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:** 09/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until until case is resolved and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

Administrative



**AGENCY:** Attorney General's Office (Utah). Civil Department. Tax and Financial Services Division

**SERIES:** 4274

**TITLE:** Telecommunications case files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Protected. Attorney's research and notes

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.