Retention and Classification Report

Agency: Attorney General's Office. Tax and Revenue Division (69)

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Records Officer

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AGENCY: Attorney General's Office. Tax and Revenue 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1992.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 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.

PRIMARY CLASSIFICATION:

Private

AGENCY: Attorney General's Office. Tax and Revenue Division

SERIES: 4277
TITLE: Administrative Services case files

(continued)

SECONDARY CLASSIFICATION(S):
Protected. Attorney's research and notes

AGENCY: Attorney General's Office. Tax and Revenue Division

SERIES: 290 3
TITLE: Case files
DATES: 1975-
ARRANGEMENT: Alphabetical by case name or designation.
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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1998.

FORMAT MANAGEMENT:

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

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

SERIES: 290
TITLE: Case files

(continued)

PRIMARY CLASSIFICATION:
Protected

AGENCY: Attorney General's Office. Tax and Revenue Division

SERIES: 4266 3
TITLE: Contracts case files
DATES: 1980-2010.
ARRANGEMENT: Alphabetical by case name
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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1992.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 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.

PRIMARY CLASSIFICATION:

Private

AGENCY: Attorney General's Office. Tax and Revenue Division

SERIES: 4266
TITLE: Contracts case files

(continued)

SECONDARY CLASSIFICATION(S):
Protected. Attorney's research an notes

AGENCY: Attorney General's Office. Tax and Revenue Division

SERIES: 4264 3
TITLE: Corporations case files
DATES: 1972-2010.
ARRANGEMENT: Alphabetical by case name
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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1992.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 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.

PRIMARY CLASSIFICATION:

Private

AGENCY: Attorney General's Office. Tax and Revenue Division

SERIES: 4264
TITLE: Corporations case files

(continued)

SECONDARY CLASSIFICATION(S):
Protected. Attorney's research and notes

AGENCY: Attorney General's Office. Tax and Revenue Division

SERIES: 135 3
TITLE: Debt collection correspondence
DATES: 1975-1986.
ARRANGEMENT: Alphanumerical.
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.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative

AGENCY: Attorney General's Office. Tax and Revenue Division

SERIES: 4268 3
TITLE: Department of Insurance case files
DATES: 1980-2010.
ARRANGEMENT: Alphabetical by surname
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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1999.

FORMAT MANAGEMENT:

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

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

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. Tax and Revenue Division

SERIES: 4268
TITLE: Department of Insurance case files

(continued)

PRIMARY CLASSIFICATION:
Protected

AGENCY: Attorney General's Office. Tax and Revenue 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.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 09/01/1992.

FORMAT MANAGEMENT:

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

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

APPRAISAL:
Administrative

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

AGENCY: Attorney General's Office. Tax and Revenue Division

SERIES: 4151
TITLE: Financial Institutions case files

(continued)

PRIMARY CLASSIFICATION:
Private

SECONDARY CLASSIFICATION(S):
Protected. Attorney's research and notes

AGENCY: Attorney General's Office. Tax and Revenue 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1992.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 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.

PRIMARY CLASSIFICATION:

Private

AGENCY: Attorney General's Office. Tax and Revenue Division

SERIES: 4230
TITLE: Health care professions case files

(continued)

SECONDARY CLASSIFICATION(S):

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

AGENCY: Attorney General's Office. Tax and Revenue 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1992.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 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.

PRIMARY CLASSIFICATION:

Private

AGENCY: Attorney General's Office. Tax and Revenue Division

SERIES: 4272
TITLE: Human Resources Management case files

(continued)

SECONDARY CLASSIFICATION(S):

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

AGENCY: Attorney General's Office. Tax and Revenue Division

SERIES: 1578 3
TITLE: Inheritance tax laws compilation
DATES: ca. 1910-2010.
ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:
DESCRIPTION:

The Inheritance Tax Law Compilation is an annual publication of the text of Utah's inheritance tax law, including any revisions accomplished during each respective year. It functions as a reference manual for governmental, legal, business, of other private purposes.
HOLDINGS: (ca) 1910, 1919, 1924.

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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

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

APPRAISAL:
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office. Tax and Revenue 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.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 09/01/1992.

FORMAT MANAGEMENT:

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

Paper: For records beginning in 1903 and continuing to the present. 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 after date added and then destroy.

APPRAISAL:
Administrative

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

AGENCY: Attorney General's Office. Tax and Revenue Division

SERIES: 9982
TITLE: Insurance Department case files

(continued)

PRIMARY CLASSIFICATION:
Private

SECONDARY CLASSIFICATION(S):

Controlled.	Personality inventory
Protected.	Attorney's research and notes

AGENCY: Attorney General's Office. Tax and Revenue 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1992.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 2.

AGENCY: Attorney General's Office. Tax and Revenue Division

SERIES: 4278
TITLE: Personnel files

(continued)

PRIMARY CLASSIFICATION:

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

AGENCY: Attorney General's Office. Tax and Revenue 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1992.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 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.

PRIMARY CLASSIFICATION:

Private

AGENCY: Attorney General's Office. Tax and Revenue Division

SERIES: 4273
TITLE: State Purchasing case files

(continued)

SECONDARY CLASSIFICATION(S):
Protected. Attorney's research and notes

AGENCY: Attorney General's Office. Tax and Revenue 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 provided no pending action or litigation.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 09/01/1992.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 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 provided no pending action or litigation.

APPRAISAL:
Administrative

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

AGENCY: Attorney General's Office. Tax and Revenue Division

SERIES: 4166
TITLE: Tax Commission case files

(continued)

PRIMARY CLASSIFICATION:
Private

SECONDARY CLASSIFICATION(S):
Protected. Attorney's research and notes

AGENCY: Attorney General's Office. Tax and Revenue 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1986.

FORMAT MANAGEMENT:

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

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

AGENCY: Attorney General's Office. Tax and Revenue Division

SERIES: 8535
TITLE: Tax returns of private foundations

(continued)

inspection.

PRIMARY CLASSIFICATION:
Public

AGENCY: Attorney General's Office. Tax and Revenue 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1992.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 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

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

PRIMARY CLASSIFICATION:

Private

AGENCY: Attorney General's Office. Tax and Revenue Division

SERIES: 4274
TITLE: Telecommunications case files

(continued)

SECONDARY CLASSIFICATION(S):
Protected. Attorney's research and notes