

Retention and Classification Report

Agency: Attorney General's Office (67)

Utah State Capitol Complex
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801-538-1324

Records Officer: _____

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AGENCY: Attorney General's Office

SERIES: 6358

3

TITLE: Administrative correspondence records

DATES: 1930-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

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

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government routine administrative correspondence, GRS-1760.

AUTHORIZED: 07-12-2018

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.

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

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Attorney General's Office

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

SERIES: 9605

3

TITLE: Administrative payroll report files

DATES: 1980-

ARRANGEMENT: Numerical by report number

DESCRIPTION:

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

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public Eighteen personal data elements identified by the State Records Committee

SECONDARY DESIGNATION(S):

Private

AGENCY: Attorney General's Office

SERIES: 62

3

TITLE: Administrative records

DATES: 1902-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

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

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently and then microfilm.

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

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

APPRAISAL:

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

AGENCY: Attorney General's Office

SERIES: 62

TITLE: Administrative records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Attorney General's Office

SERIES: 63

3

TITLE: Annual reports

DATES: 1896-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

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

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

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

AGENCY: Attorney General's Office

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

SERIES: 265

3

TITLE: Assistant Attorney General correspondence

DATES: 1969-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

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

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

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

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2018.

AGENCY: Attorney General's Office

SERIES: 64

3

TITLE: Case files

DATES: 1898-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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

RETENTION:

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

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2000

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

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

AGENCY: Attorney General's Office

SERIES: 64

TITLE: Case files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Attorney General's Office

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:

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

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

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

AGENCY: Attorney General's Office

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

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:

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

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

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

AGENCY: Attorney General's Office

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

SERIES: 144

3

TITLE: Claims against the state

DATES: 1955-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

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

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1998

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

AGENCY: Attorney General's Office

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

SERIES: 61

3

TITLE: Correspondence

DATES: 1896-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

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

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have legal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2018.

AGENCY: Attorney General's Office

SERIES: 8533

3

TITLE: Daily time entry slips

DATES: i 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

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

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Attorney General's Office

SERIES: 8533

TITLE: Daily time entry slips

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office

SERIES: 27931

3

TITLE: Diligent Enforcement of 1998 Tobacco Settlement records

DATES: 1994-

ARRANGEMENT: chronological by year

DESCRIPTION:

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

RETENTION:

Retain for 30 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2013

FORMAT MANAGEMENT:

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

APPRAISAL:

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

AGENCY: Attorney General's Office

SERIES: 27931

TITLE: Diligent Enforcement of 1998 Tobacco Settlement records

(continued)

PRIMARY DESIGNATION:

Protected Taxpayer records and litigation documents

AGENCY: Attorney General's Office

SERIES: 5372

3

TITLE: Executive correspondence

DATES: 1930-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 11.00 cubic feet.

DESCRIPTION:

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

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

AGENCY: Attorney General's Office

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

SERIES: 28828

1

TITLE: Federal grant financial records

DATES: 2007-

ARRANGEMENT: Chronological.

DESCRIPTION:

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

RETENTION:

Retain until completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

RETENTION JUSTIFICATION:

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

AGENCY: Attorney General's Office

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

SERIES: 161

1

TITLE: Financial records

DATES: 1963-

ARRANGEMENT: Alphanumerical.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

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

RETENTION:

Retain for 2 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2018.

AGENCY: Attorney General's Office

SERIES: 256

3

TITLE: Guardianship case files

DATES: undated

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Attorney General's Office

SERIES: 7191

4

TITLE: Opinions (formal)

DATES: 1945-

ARRANGEMENT: Numerical by opinion number.

DESCRIPTION:

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

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

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

Microfiche master: Retain in State Archives permanently.

Microfiche duplicate: Retain in Office permanently.

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

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

Microfilm duplicate: Retain in State Archives permanently with

AGENCY: Attorney General's Office

SERIES: 7191

TITLE: Opinions (formal)

(continued)

authority to weed.

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

APPRAISAL:

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

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Attorney General's Office

SERIES: 20369

4

TITLE: Opinions (informal)

DATES: 1969-

ARRANGEMENT: Numerical by opinion number, numbers assigned chronologically.

DESCRIPTION:

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

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

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

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

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

AGENCY: Attorney General's Office

SERIES: 20369

TITLE: Opinions (informal)

(continued)

APPRAISAL:

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

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Attorney General's Office

SERIES: 9603

3

TITLE: Personnel files

DATES: 1980-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

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

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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

AGENCY: Attorney General's Office

SERIES: 9603

TITLE: Personnel files

(continued)

SECONDARY DESIGNATION(S):

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

AGENCY: Attorney General's Office

SERIES: 14249

3

TITLE: Publications

DATES: 1919-

ARRANGEMENT: Chronological.

DESCRIPTION:

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

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have historical value(s).

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

AGENCY: Attorney General's Office

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

SERIES: 9638

3

TITLE: Time and attendance reports

DATES: 1970-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

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

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public