

Retention and Classification Report

Agency: Tax and Revenue Division (69)

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Records Officer: _____

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AGENCY: Attorney General's Office. 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 for 10 year(s) after case is closed

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 after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Attorney General's Office. Civil Department. Tax and Financial Services Division

SERIES: 4277

TITLE: Administrative Services case files

(continued)

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. Civil Department. Tax and Financial Services 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.

RETENTION:

Retain for 10 year(s) after case is closed

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 after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Attorney General's Office. 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. Civil Department. Tax and Financial Services 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.

RETENTION:

Retain for 10 year(s) after case is closed

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 after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Attorney General's Office. 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. Civil Department. Tax and Financial Services 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 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:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Attorney General's Office. Civil Department. Tax and Financial Services 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:

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: 07/1999

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:

These records have administrative, and/or legal value(s). 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. 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. 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 for 10 year(s) after case is closed

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 after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Attorney General's Office. 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. Civil Department. Tax and Financial Services Division

SERIES: 4230

3

TITLE: Health care professions case files

DATES: 1980-2010.

ARRANGEMENT: Alphabetical by case name

DESCRIPTION:

These files document the legal cases for the Department of Commerce, Division of Occupational and Professional Licensing (DOPL), 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 for 10 year(s) after case is closed

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 after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Attorney General's Office. 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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Attorney General's Office. Civil Department. Tax and Financial Services Division

SERIES: 4272

3

TITLE: Human Resources Management case files

DATES: 1980-2010.

ARRANGEMENT: Chronological.

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 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 after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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. Civil Department. Tax and Financial Services Division

SERIES: 1578

3

TITLE: Inheritance tax laws compilation

DATES: ca. 1910-2010.

ARRANGEMENT: Chronological

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:

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

PRIMARY DESIGNATION:

Public

AGENCY: Attorney General's Office. 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 for 10 year(s)

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 after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Attorney General's Office. 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. Civil Department. Tax and Financial Services Division

SERIES: 4278

3

TITLE: Personnel files

DATES: 1980-2010.

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)

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

APPRAISAL:

These records have administrative value(s).

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. Civil Department. Tax and Financial Services Division

SERIES: 4273

3

TITLE: State Purchasing case files

DATES: 1980-2010.

ARRANGEMENT: Alphabetical by case name.

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 for 10 year(s) after case is closed

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 after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Attorney General's Office. Civil Department. Tax and Financial Services Division

SERIES: 4273

TITLE: State Purchasing case files

(continued)

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. 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 for 10 year(s) after case is closed

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:

These records have administrative value(s).

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

AGENCY: Attorney General's Office. 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. Civil Department. Tax and Financial Services Division

SERIES: 290

3

TITLE: Tax Division 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 for 15 year(s) after case is closed

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 is closed 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:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2018.

AGENCY: Attorney General's Office. Civil Department. Tax and Financial Services Division

SERIES: 8535

3

TITLE: Tax returns of private foundations

DATES: i 1985-2010.

ARRANGEMENT: Chronological.

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:

Permanent. Retain for 6 year(s)

DISPOSITION:

Transfer to Archives.

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.

AGENCY: Attorney General's Office. Civil Department. Tax and Financial Services Division

SERIES: 8535

TITLE: Tax returns of private foundations

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Attorney General's Office. Civil Department. Tax and Financial Services Division

SERIES: 4274

3

TITLE: Telecommunications case files

DATES: 1980-2010.

ARRANGEMENT: Alphabetical by case name.

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 for 10 year(s) after case is closed

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 after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Attorney General's Office. 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.