Retention and Classification Report

Agency: Salt Lake City (Utah). City Attorney (1002)

451 South State
Room 505
Salt Lake City, UT 84111
801-535-7788

Records Officer: _____

80972	Legal opinions
23920	Record index

AGENCY: Salt Lake City (Utah). City Attorney

SERIES: 80972 3
TITLE: Legal opinions
DATES: 1960-
ARRANGEMENT: Alphabetical by department or subject
DESCRIPTION:

These are copies of legal opinions rendered by the Attorney's Office to various city departments and to others in the course of city business. They are necessary to maintain consistency in opinions for related matters.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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).

This retention is based upon the administrative needs expressed by the Office and the historical value of the record of documenting the actions of the City Attorney.

AGENCY: Salt Lake City (Utah). City Attorney

SERIES: 23920 3
TITLE: Record index
DATES: undated
ARRANGEMENT: alphabetical
DESCRIPTION:

This is the index of Record No. 1 and 2, Salt Lake City. It appears to index primarily plaintiffs against Salt Lake City. The records the index provide access to are unknown.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

Finding aids facilitate access to records.

PRIMARY DESIGNATION:

Public