Retention and Classification Report

Agency: Attorney General's Office. Civil Department. Litigation Division (1923)

370 E South Temple
Salt Lake City, UT 84114
801-532-4818

Records Officer: _____

00274 Litigated claims case files

AGENCY: Attorney General's Office. Civil Department. Litigation Division

SERIES: 274 3
TITLE: Litigated claims case files
DATES: 1965-
ARRANGEMENT: Alphabetical by case name, thereunder chronological by year.
ANNUAL ACCUMULATION: 150.00 cubic feet.
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 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: 05/2002

FORMAT MANAGEMENT:

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Computer data files: Retain in Office for 10 years after case is closed and then delete.

AGENCY: Attorney General's Office. Civil Department. Litigation Division

SERIES: 274
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(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public.	UCA 63G-2-301(r) 1992
Protected.	UCA 63G-2-305(16) 1992
Controlled.	UCA 63G-2-304 1992

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2018.