

Retention and Classification Report

Agency: Attorney General's Office. Civil Department. Environment, Health, & Human Services (1924)
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PO Box 140835
Salt Lake City, UT 84114-0835

Records Officer: _____

09835	Environmental Quality case files
29145	Health Department legal case files
27207	Private fuel storage LLC case files
09837	*Time and attendance reports

AGENCY: Attorney General's Office. Civil Department. Environment, Health, & Human Services

SERIES: 9835

3

TITLE: Environmental Quality case files

DATES: 1980-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 15.00 cubic feet.

DESCRIPTION:

These files document cases litigated by the Environment Division of the Attorney General's Office. Information includes correspondence, attorney notes and 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: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after 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 value(s).

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

AGENCY: Attorney General's Office. Civil Department. Environment, Health, & Human Services

SERIES: 9835

TITLE: Environmental Quality case files

(continued)

PRIMARY DESIGNATION:

Protected

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: Attorney General's Office. Civil Department. Environment, Health, & Human Services

SERIES: 29145

3

TITLE: Health Department legal case files

DATES: 1989-

ARRANGEMENT: Alphabetical by case name, thereunder chronological by year.

DESCRIPTION:

The Attorney General's Office represents and provides legal advice to the Department of Health in legal matters, including administrative and judicial actions, legislative and administrative rules issues, and special projects. Records include investigative reports, memoranda, attorney and staff notes, correspondence, pleadings, audio and video recordings, legal research, court documents, and retained case file copies of documentary evidence and exhibits.

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: 06/2017

FORMAT MANAGEMENT:

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

Computer data files: Retain in Office for 15 years after case closed and then delete.

Sound recordings: Retain in Office for 15 years after case is closed and then erase.

Video recordings master: Retain in Office for 15 years after case is closed and then destroy.

AGENCY: Attorney General's Office. Civil Department. Environment, Health, & Human Services

SERIES: 29145

TITLE: Health Department legal case files

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(17) and (18)(2015)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2016)

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Attorney General's Office. Civil Department. Environment, Health, & Human Services

SERIES: 27207

3

TITLE: Private fuel storage LLC case files

DATES: 1997-

ARRANGEMENT: Alphanumerical by type.

DESCRIPTION:

These records are case files of the Private Fuel Storage LLC. The files include information documenting environmental disputes with this spent nuclear fuel facility. The files are segregated from other case files because of their voluminous quantity and long litigation history. Records include the company's license application to the Nuclear Regulatory Commission (NRC) for storage of high level waste on the Skull Valley Goshute Indian Reservation, Tooele County, and related technical documents. Records include litigation in the NRC licensing proceeding (Docket No. 72-22) and related judicial appeals. Records include Bureau of Indian Affairs (BIA) documents, copies of Freedom of Information Act (FOIA) documents, and copies of Utah State laws concerning high level nuclear waste. Files may also include research notes and general information.

RETENTION:

Permanent. Retain for 200 year(s) after case is closed

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule High profile civil case files, GRS-2035.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 198 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends and then delete.

Digital Versatile Disk - Read Only: Retain in Office for 2 years

AGENCY: Attorney General's Office. Civil Department. Environment, Health, & Human Services

SERIES: 27207

TITLE: Private fuel storage LLC case files

(continued)

and then transfer to State Records Center. Retain in State
Records Center for 198 years and then destroy.

APPRAISAL:

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

THESE RECORDS ARE CONFIDENTIAL LITIGATION FILES; ANY REQUESTS FOR
INFORMATION SHOULD GO THROUGH THE UTAH ATTORNEY GENERAL'S OFFICE.

Utah Code 63G-2-305(2),(4),(16-18),(23),(33) (2008)

Records that contain historical records documenting lasting
effects on the environment and/or history of Utah are preserved
elsewhere.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(2),(4),(16-18),(23),(33)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G2-302

Public

AGENCY: Attorney General's Office. Civil Department. Environment, Health, & Human Services

SERIES: 9837

3

TITLE: Time and attendance reports

DATES: undated.

ARRANGEMENT: None

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 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 3 years and then destroy.

PRIMARY DESIGNATION:

Public