

Retention and Classification Report

Agency: Sandy (Utah). City Attorney (3053)

10000 Centennial Parkway
Sandy, UT 84070
801 568-7100

Records Officer: _____

18716 Attorney's office records

AGENCY: Sandy (Utah). City Attorney

SERIES: 18716

1

TITLE: Attorney's office records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These case files document significant civil court cases in which the municipality is a party or represents the interests of the State of Utah. They include case number, plaintiff, defendant, nature of case, attorney's notes, related correspondence, and final verdict. This information is largely duplicated in court files and could be weeded after the case is closed.

RETENTION:

Retain for 10 year(s)

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 10 years and then destroy.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(16)(8)(9)(17)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(a)(f) UCA 63G-2-302(2)(d)
Controlled. UCA 63G-2-304
Exempt. UCA 63G-2-103(18)(b)(vii)