

# 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)