Retention and Classification Report

Agency: Attorney General's Office. Civil Department. Highways and Utilities Division (4107)

,

Records Officer: _____

28991	Department of Public Safety legal case files
09823	Department of Transportation condemnation case files
28992	Public Utilities and Office of Consumer Services legal case

AGENCY: Attorney General's Office. Civil Department. Highways and Utilities Division

SERIES: 28991 3
TITLE: Department of Public Safety legal case files
DATES: 2008-
ARRANGEMENT: Alphabetical by case name.
DESCRIPTION:

The Attorney General's Office represents and provides general legal advice to the Department of Public Safety and its sub-entities in various 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, copies of pleadings, audio and video recordings, legal research, court documents, and 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: 04/2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy.

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Attorney General's Office. Civil Department. Highways and Utilities Division

SERIES: 28991
TITLE: Department of Public Safety legal case files

(continued)

PRIMARY DESIGNATION:

Public	Request for access to these records will be granted on a case by case basis after being reviewed by attorneys.

SECONDARY DESIGNATION(S):

Protected.	Utah Code 63G-2-305(17) and (18) (2015)
Private.	Utah Code 63G-2-302(2)(d) (2016)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: Attorney General's Office. Civil Department. Highways and Utilities Division

SERIES: 9823 3
TITLE: Department of Transportation condemnation case files
DATES: 1965-
ARRANGEMENT: Alphabetical by subject
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These files document condemnation actions taken by the Attorney General's Office at the request from the Department of Transportation. They include information on the building of Interstate 15 and the subsequent changes and expansion of the freeway in the 1990s. Information includes pleadings, court papers, depositions, and attorney's notes.

RETENTION:

Permanent. Retain for 40 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: 06/1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 39 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency. There is a secondary historical value that documents the building of Interstate 15 and its expansion in the 1990s.

AGENCY: Attorney General's Office. Civil Department. Highways and Utilities Division

SERIES: 9823
TITLE: Department of Transportation condemnation case files

(continued)

PRIMARY DESIGNATION:

Protected — UCA 63G-2-305 (2008)

SECONDARY DESIGNATION(S):

Public. — Requests for access to these records will be granted on a case by case basis after being reviewed by attorneys.

AGENCY: Attorney General's Office. Civil Department. Highways and Utilities Division

SERIES: 28992 3
TITLE: Public Utilities and Office of Consumer Services legal case files
DATES: 1994-
ARRANGEMENT: Alphanumerical by utility classification and docket number.
DESCRIPTION:

The Attorney General's Office represents and provides general legal advice to the Department of Commerce's Division of Public Utilities and Office of Consumer Services, in various legal matters, including administrative and judicial actions, legislative and administrative rules issues, and special projects. Records include copies of pleadings, documents filed with the Department of Commerce, correspondence, memoranda, attorney and staff notes, legal research, court documents, and documentary evidence and exhibits.

RETENTION:

Retain for 15 year(s) after case is closed or

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 49 years and then destroy.

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

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

AGENCY: Attorney General's Office. Civil Department. Highways and Utilities Division

SERIES: 28992
TITLE: Public Utilities and Office of Consumer Services legal case files

(continued)

The agency would like to send records to the Records Center before a case is closed, so Kendra Yates worked with agency records officer Amy Casterline in 2017 to calculate a flat retention to approximate and cover the actual retention period of "15 years after case is closed". Amy determined that 35 years would be sufficient to allow a case to close, so 35 years + 15 years = 50 year flat retention. -RMW

PRIMARY DESIGNATION:

Public	Request for access to these records will be granted on a case by case basis after being reviewed by attorneys.

SECONDARY DESIGNATION(S):

Protected.	Utah Code 63G-2-305(17) and (18) (2015)
Private.	Utah Code 63G-2-302(2)(d) (2016)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.