

# Utah State Archives

**Parent Agency:** Attorney General  
Criminal Department

**Agency:** Attorney General's Office. Criminal Department. Commercial  
Enforcement Division  
Heber M. Wells Bldg., 5th Floor  
160 East 300 South, P.O. Box 140872  
Salt Lake City, UT 84114-0872

**Records Officer** Shayla Shepherd

28922 Commerce legal case files  
28923 Corporations legal case files

Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

The Agency classifies its records under provisions of the Government Records Access and Management Act (UCA 63-2-101 et seq.). Classifications have not been approved by the State Records Committee.

This agency retention schedule was approved by the State Records Committee in October 2016.



Nova Dubovik  
Executive Secretary  
State Records Committee



Chair, State Records Committee

Date: 10/13/16

## Utah State Archives

**AGENCY:** Attorney General's Office. Criminal Department. Commercial Enforcement Division

**SERIES:** 28922

**TITLE:** Commerce legal case files

**DATES:** 1989-

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

**DESCRIPTION:**

The Attorney General's Office represents and provides general legal advice to the Department of Commerce 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, pleadings, audio and video recordings, legal research, court documents, and documentary evidence and exhibits.

**RETENTION:**

Retain 15 years after case is closed.

**DISPOSITION:**

Destroy.

**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.

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.

**APPRAISAL:**

Administrative

## Utah State Archives

**AGENCY:** Attorney General's Office. Criminal Department. Commercial Enforcement Division

**SERIES:** 28922

**TITLE:** Commerce legal case files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-302(17) and (18) (2015)

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

## Utah State Archives

**AGENCY:** Attorney General's Office. Criminal Department. Commercial Enforcement Division

**SERIES:** 28923

**TITLE:** Corporations legal case files

**DATES:** 1989-

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

**DESCRIPTION:**

The Attorney General's Office represents and provides general legal advice to the Department of Commerce, Division of Corporations in various legal matters, including administrative and judicial actions, legislative and administrative rules issues, and special projects, executed in order to restrain and prohibit corporations from acting illegally (Utah Code 67-5-1(13) (2016)). Records include investigative reports, memoranda, attorney and staff notes, correspondence, pleadings, audio and video recordings, legal research, court documents, and documentary evidence and exhibits.

**RETENTION:**

Retain 15 years after case is closed.

**DISPOSITION:**

Destroy.

**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.

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.

**APPRAISAL:**

Administrative

## Utah State Archives

**AGENCY:** Attorney General's Office. Criminal Department. Commercial Enforcement Division

**SERIES:** 28923

**TITLE:** Corporations legal case files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-302(17) and (18) (2015)

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

# Utah State Archives

**Parent Agency:** Natural Resources Department  
Oil, Gas, & Mining Division

**Agency:** Department of Natural Resources. Division of Oil, Gas, and  
Mining. Oil and Gas Conservation  
1594 West North Temple  
Suite 1210  
Salt Lake City, UT 84116

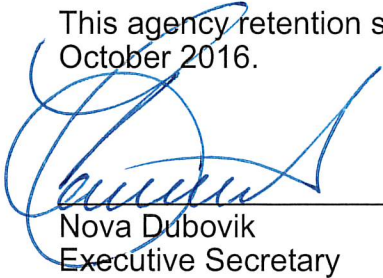
**Records Officer** Vicky Dyson

08620 Inspection and enforcement seismic exploration records

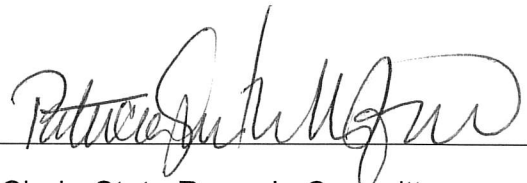
Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

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This agency retention schedule was approved by the State Records Committee in October 2016.



Nova Dubovik  
Executive Secretary  
State Records Committee



Chair, State Records Committee

Date: \_\_\_\_\_

10/13/16



## Utah State Archives

**AGENCY:** Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

**SERIES:** 8620

**TITLE:** Inspection and enforcement seismic exploration records

**DATES:** 1984-

**ARRANGEMENT:** Numerical by oil and gas exploration number

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

The agency has oversight responsibility for the spacing and location of oil and gas wells. Seismic contractors conduct seismic explorations in order to identify the best location for the drilling of wells. Contractors apply to the division for an exploration permit and submit final reports after the operation so the division can ensure that the exploration operations comply with all appropriate state regulations (R649-3-26(2016)). Records include approval documentation, inspection and completion reports, maps and plats, as well as an index.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 6 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

Seismic surveys document the various rock types and their locations beneath the Earth's surface, which is used to determine the location and size of oil and gas reservoirs. The location of previous seismic surveys can be a factor in the approval of later surveys. These records also provide a valuable resource in understanding our environment and the natural resources of which the state is a guardian.

## Utah State Archives

**AGENCY:** Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

**SERIES:** 8620

**TITLE:** Inspection and enforcement seismic exploration records

(continued)

**PRIMARY DESIGNATION:**

Public



## Utah State Archives

**Parent Agency:** Attorney General  
Civil Department

**Agency:** Attorney General's Office. Civil Department. State Agency  
Counsel Division  
P.O. Box 140857  
Salt Lake City, UT 84114-0857

**Records Officer** Amy Casterline

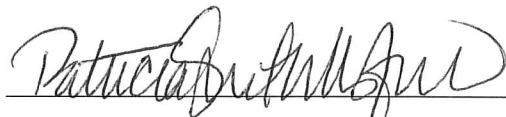
28798 Legal counsel records for the Department of Human Services

Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

The Agency classifies its records under provisions of the Government Records Access and Management Act (UCA 63-2-101 et seq.). Classifications have not been approved by the State Records Committee.

This agency retention schedule was approved by the State Records Committee in October 2016.

  
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Nova Dubovik  
Executive Secretary  
State Records Committee

  
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Chair, State Records Committee  
Date: 10/13/16

## Utah State Archives

**AGENCY:** Attorney General's Office. Civil Department. State Agency Counsel Division

**SERIES:** 28798

**TITLE:** Legal counsel records for the Department of Human Services

**DATES:** 1982-

**ARRANGEMENT:** Alphabetically by client name, thereunder by year.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records support the agency's function to provide legal services for government agencies (Utah Code 67-5-3(2)(a) (2015)). Records document legal advice regarding drafted rules and legislation, administrative hearings, public record requests, contracts, administrative responses to discrimination complaints, and similar issues.

**RETENTION:**

Retain 10 years after final action.

**DISPOSITION:**

Destroy.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after final action and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

Computer data files: Retain in Office for 10 years after final action and then delete.

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

Public