

**SRC APPROVED**

Date June 13, 2013

*JHM*

**State Records Committee Meeting**  
Division of Archives, Courtyard Meeting Room  
May 9, 2013  
Salt Lake City, Utah

Members Present: Lex Hemphill, Media Representative  
David Fleming, Private Sector Records Manager  
Doug Misner, History Representative  
Patricia Smith-Mansfield, Governor's Designee  
Ernest Rowley, Elected Official Representative  
Holly Richardson, Citizen Representative

Legal Counsel: Paul Tonks, Attorney General's Office

Executive Secretary: Janell Tuttle, Utah State Archives

Others Attending: Lorianne Ouder Kirk, Utah State Archives  
Jason Knight, Utah State Archives  
Donald Meyers, Salt Lake Tribune

**Call to order: 9:33 a.m. by Lex Hemphill, Chair**

Lex Hemphill called the meeting to order.

**Retention Schedules**

Lorianne Ouder Kirk, Records Analyst for local government agencies, presented the following retention schedule for approval.

- o Series 28245, Davis School District. Davis School District. Worker's Compensation Files

Ms. Smith-Mansfield moved to approve series 28245, David Fleming seconded the motion, and it passed unanimously.

Jason Knight, Records Analyst for state government agencies and higher education, presented the following retention schedules for approval.

- o Series 28272, Department of Administrative Services. Division of Archives and Record Services. Utah Public Notice Website records
- o Series 27801, Attorney General's Office. Child and Family Support Division. Child and Family Support case files – Ogden
- o Series 27625, Attorney General's Office. Child and Family Support Division. Child and Family Support case files – Provo
- o Series 28269, Attorney General's Office. Child and Family Support Division. Child and Family Support case files – Richfield
- o Series 28270, Attorney General's Office. Child and Family Support Division. Child and Family Support case files – St. George
- o Series 27207, Attorney General's Office. Environmental Division. Private fuel storage LLC case files

- Series 14785, Labor Commission. Contested attorney case files
- Series 28238, Department of Environmental Quality. Division of Solid and Hazardous Waste Management. Facility documents – historical records
- Series 28240, Department of Environmental Quality. Division of Solid and Hazardous Waste Management. Non-facility records – historical records
- Series 26199, Department of Transportation. Region Three, Construction project files

There was some discussion about series 27207 and how it differed from the Navajo Trust Lands case files. There was also discussion about migrating DVD's to a more permanent format. Ms. Smith-Mansfield suggested that Jason Knight work with the Department of Transportation to make their regional office retention schedules consistent within the Department.

Ernest Rowley made a motion to approve all retention schedules contingent upon the retention for series 27801 and 27625 stating "Retain for 10 years after case closes" and the appraisal section for series 23238 and 28240 being corrected to say "impact". Ms. Smith-Mansfield seconded the motion, and it passed unanimously.

#### **Approval of the April 11, 2013 Meeting**

Ms. Smith-Mansfield moved to approve the minutes from the April 11, 2013 State Records Committee meeting as corrected by Lex Hemphill. David Fleming seconded the motion and it passed unanimously.

#### **Appeals received**

Janell Tuttle reported that there was one hearing scheduled for June. See attached report.

#### **Cases in District Court**

Mr. Tonks reported on cases in District Court. See attached report.

#### **Other Business**

Lex explained that Holly Richardson had accepted the request to represent the State Records Committee on the Transparency Board. Paul Tonks suggested that Holly Richardson fill out the on-line application for the Transparency Board. As a result of recent legislation, the State Records Committee needed to make suggestions of candidates who could fill the new position for citizen representative. Holly Richardson suggested that Jason Williams would be a good citizen representative. He is very active in public issues and was involved in the GRAMA Working Group. He also has a good knowledge of new technology. Ms. Smith-Mansfield stated that the State Records Committee would ask Jason Williams to apply on-line. He should also provide his information to the Executive Secretary so the information could be passed onto the Governor's Office if the on-line application was not working. Ms. Smith-Mansfield thanked everyone for coming to the meeting to discuss the retention schedules.

#### **Next meeting scheduled**

The date of the next State Records Committee meeting is June 13, 2013.

#### **Adjournment 10:30 a.m.**

David Fleming moved to adjourn and the meeting was adjourned by acclamation.

**STATE RECORDS COMMITTEE**

**May 9, 2013**

**State Archives Building, Courtyard Meeting Room  
346 S. Rio Grande (450 West)  
Salt Lake City**

**AGENDA**

**Call to Order 9:30 a.m.**

**BUSINESS**

**Approval of April 11, 2013, SRC Minutes, action item**

**Approval of retention schedules, action item**

**New member for SRC, discussion and action**

**SRC appeals received**

**Cases in District Court**

**Other Business**

**ADJOURNMENT**

**Next meeting scheduled for June 13, 2013**

**SRC Appeals Received  
May 2013**

1. **13-08 Eric S. Peterson, City Weekly vs. Prison Relocation and Development Authority, Division of Facilities Construction Management.** Mr. Peterson is appealing the denial of a list of groups who submitted RFIs for the relocation of the prison, cost estimates for the relocation, and an analysis of operational savings in a new prison. Scheduled for May. Resolved before hearing.
2. **13-07 Harshad Desai vs. Utah State Tax Commission.** Mr. Desai resubmitted a GRAMA request to the Tax Commission. The new appeal to the SRC is incomplete.
3. **13-09 Larry Hartlerode vs. Unified Fire Authority of Greater Salt Lake.** Mr. Hartlerode is appealing the partial denial of records related to an incident at his home where the fire authorities were called. Hearing scheduled for June
4. **13-10 Rocky Mountain Innocence Center vs. Beaver County Sheriff's Office.** Rocky Mountain Innocence Center, in behalf of Bruce Dallas Goodman, is appealing the denial of records from the sheriff's office. The county attorney responded to a scheduling letter by indicating that the Beaver County Commission and not the sheriff should be the next level of appeal for the petitioner. Appeal Incomplete.
5. **13-11 Ben Hancock vs. Salt Lake City Public Utilities.** Mr. Hancock is appealing the partial denial of emails. Appeal incomplete.
6. **13-12 Gregory Emmanuel Williams vs. Utah Department of Corrections.** Mr. Williams is appealing the denial of a copy of a suspension notice. Appeal incomplete.
7. **13-13 Phillip M. Leishman vs. Utah Department of Corrections.** Mr. Leishman is appealing the denial of a copy of a special security clearance for another inmate to conduct religious services in the prison chapel. Appeal contains other allegations and requests and is under consideration for a hearing.

## May 2013 Records Committee Case Updates

### District Court Cases

**Utah Transit Authority v. Janelle Stecklein**, 3<sup>rd</sup> District, Salt Lake County, Judge Kelly, Case No. 120908696, filed December 21, 2012.

**Current Disposition:** Answer to complaint filed on January 7, 2013 and answer filed by Stecklein/Salt Lake Tribune on February 4, 2013. Discovery taking place between parties.

**Granite School Dist. v. Salt Lake Tribune**, 3<sup>rd</sup> District, Salt Lake County, Judge Kelly, Case No. 120907897, filed November 26, 2012.

**Current Disposition:** Hearing held on April 10, 2013. Judge Kelly granted Salt Lake Tribune's motion to dismiss based upon Granite School District's untimely filed appeal with District Court. Complaint was filed on the 35<sup>th</sup> day after the date of the Commission's order, and the court found that it did not have jurisdiction to hear the appeal based upon the language of Utah Code § 63G-2-404. Proposed order submitted to the Court on May 8, 2013.

**Lawrence v. Dept. of Public Safety**, 3<sup>rd</sup> District, Salt Lake County, Case No. 120907748, Judge Dever, filed November 19, 2012.

**Current Disposition:** Hearing held on April 10, 2013. Arguments made by both sides regarding cross motions for summary judgment. Judge Dever took matter under advisement and will issue ruling.

**Utah Dept. of Workforce Services v. Guberev**, 3<sup>rd</sup> District, Salt Lake County, Case No. 120907203, Judge Faust, filed October 23, 2012.

**Current Disposition:** Petition for review filed by DWS. Answer filed on behalf of the State Records Committee on November 19, 2012.

**Utah Dept. of Human Services v. Wilson**, 3<sup>rd</sup> District, Salt Lake County, Case No. 120903186, Judge Kelly, filed May 10, 2012.

**Current Disposition:** Motion for Summary Judgment filed on February 21, 2013 by Dept. of Human Services. Hearing scheduled for May 28, 2013.

**Salt Lake City v. Jordan River Restoration Network**, 3<sup>rd</sup> Judicial District, Salt Lake County, Case No. 100910873, Judge Stone, filed June 18, 2010.

**Current Disposition:** Show Cause hearing held on March 18, 2013. Jordan River has new counsel and new Show Cause hearing scheduled for June 3, 2013 to demonstrate that Jordan River is able to go forward on the case.

### Appellate Court Cases

**Attorney General Office. v. Schroeder**, 3<sup>rd</sup> District, Salt Lake County, Case No. 110917703, Judge Kelly, filed Sept. 20, 2011.

**Current Disposition:** Trial held on October 19, 2012. Appeal filed by Schroeder requesting matter to be heard by the Utah Supreme Court. AG counsel has been assigned to represent the AG's office, Paul Tonks assigned to represent the Committee.

**Salt Lake City Corp. v. Mark Haik**, 3<sup>rd</sup> District, Salt Lake County, Case No. 120905667, Judge Kelly, filed August 21, 2012.

**Current Disposition:** Summary Judgment granted in favor of Salt Lake City Corp. Court found that it had jurisdiction to hear appeal filed by Salt Lake City Corp. from a decision by its appeals board, holding that a governmental entity with appeal procedures set up pursuant to Utah Code § 63G-2-701 still get a right to an appeal to district court similar to an appeal from the State Records Committee. Court granted Motion to Dismiss the Committee since it was not a party to the proceedings below. An appeal has been filed with the Utah Court of Appeals by Mr. Haik and initial statement of case does not include issues involving the Committee.

# Retention and Classification Report

## Approval Form

**Agency:** Department of Environmental Quality, Division of Solid and Hazardous Waste Management.

**Series Number & Title:** 28240 Non-facility documents - historical 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.).

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:

**May 2013**

Month/Year



Chair  
State Records Committee



Executive Secretary  
State Records Committee

# Retention and Classification Report

## Approval Form

**Agency:** Department of Environmental Quality, Division of Solid and Hazardous Waste Management.

**Series Number & Title:** 28238 Facility documents - historical 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.).

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.

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**May 2013**

Month/Year



Chair  
State Records Committee



Executive Secretary  
State Records Committee

# Retention and Classification Report

## Approval Form

**Agency:** Labor Commission

**Series** 14785 Contested attorney case files  
**Number &**  
**Title:**

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.

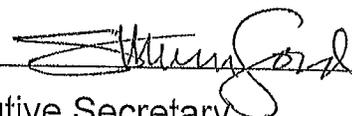
This agency retention schedule was approved by the State Records Committee in:

**May 2013**

Month/Year



Chair  
State Records Committee



Executive Secretary  
State Records Committee

# Retention and Classification Report

## Approval Form

**Agency:** Attorney General's Office. Environment Division.

**Series Number & Title:** 27207 Private fuel storage LLC 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:

**May 2013**

Month/Year



Chair  
State Records Committee



Executive Secretary  
State Records Committee

# Retention and Classification Report

## Approval Form

**Agency:** Attorney General's Office. Child and Family Support Division.

**Series Number & Title:** 28270 Child and Family Support case files - St. George

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.).

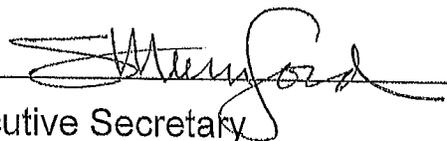
The Agency classifies its records under provisions of the Government Records Access and Management Act (UCA 63-2-101 et seq.). Classifications have not been approved by the State Records Committee.

This agency retention schedule was approved by the State Records Committee in:

**May 2013**

Month/Year

  
\_\_\_\_\_  
Chair  
State Records Committee

  
\_\_\_\_\_  
Executive Secretary  
State Records Committee

# Retention and Classification Report

## Approval Form

**Agency:** Attorney General's Office. Child and Family Support Division.

**Series Number & Title:** 28269 Child and Family Support case files - Richfield

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.

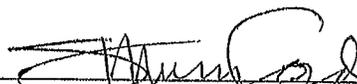
This agency retention schedule was approved by the State Records Committee in:

**May 2013**

Month/Year



Chair  
State Records Committee



Executive Secretary  
State Records Committee

# Retention and Classification Report

## Approval Form

**Agency:** Attorney General's Office. Child and Family Support Division.

**Series Number & Title:** 27625 Child and Family Support case files - Provo

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.

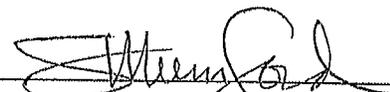
This agency retention schedule was approved by the State Records Committee in:

**May 2013**

Month/Year



Chair  
State Records Committee



Executive Secretary  
State Records Committee

# Retention and Classification Report

## Approval Form

**Agency:** Department of Transportation. Region Three.

**Series** 26199 Construction project files  
**Number &**  
**Title:**

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.

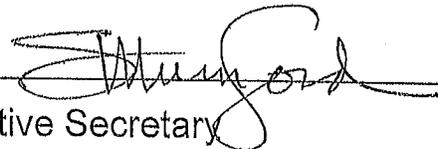
This agency retention schedule was approved by the State Records Committee in:

**May 2013**

Month/Year



Chair  
State Records Committee



Executive Secretary  
State Records Committee

# Retention and Classification Report

## Approval Form

**Agency:** Department of Administrative Services. Division of Archives and Records Service.

**Series Number & Title:** 28272 Utah Public Notice Website records

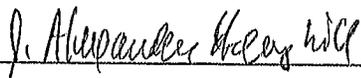
Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

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:

**May 2013**

Month/Year



Chair  
State Records Committee



Executive Secretary  
State Records Committee

# Retention and Classification Report

## Approval Form

**Agency:** Attorney General's Office. Child and Family Support Division.

**Series Number & Title:** 27801 Child and Family Support case files - Ogden

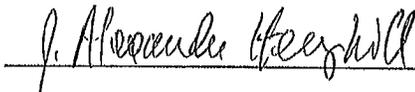
Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

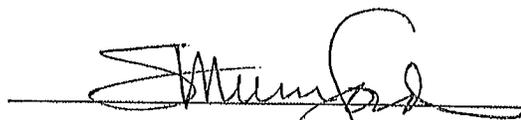
The Agency classifies its records under provisions of the Government Records Access and Management Act (UCA 63-2-101 et seq.). Classifications have not been approved by the State Records Committee.

This agency retention schedule was approved by the State Records Committee in:

**May 2013**

Month/Year

  
\_\_\_\_\_  
Chair  
State Records Committee

  
\_\_\_\_\_  
Executive Secretary  
State Records Committee

# Retention and Classification Report

## Approval Form

**Agency:** Davis School District  
45 East State Street  
PO Box 588  
Farmington, UT 84025-0588

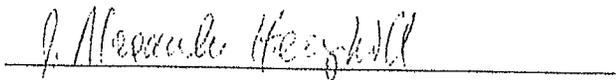
**Series Number & Title:** 28245 Davis School District Workers' Compensation File

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:

Month/Year



Chair  
State Records Committee



Executive Secretary  
State Records Committee

# Retention and Classification Report

## Approval Form

**Agency:** Davis School District  
45 East State Street  
PO Box 588  
Farmington, UT 84025-0588

**Series Number & Title:** 28245 Davis School District Workers' Compensation File

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:

Month/Year

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Chair  
State Records Committee



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Executive Secretary  
State Records Committee

# Utah State Archives

**Parent Agency:** Administrative Services  
Archives

**Agency:** Department of Administrative Services, Division of Archives and  
Records Service  
346 S Rio Grande  
P.O. Box 141021  
Salt Lake City, UT 84114-1021  
801-531-3848

## Records Officer

28272 Utah Public Notice Website 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.).

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 May 2013.

  
Susan Mumford  
Executive Secretary  
State Records Committee

## Utah State Archives

**AGENCY:** Department of Administrative Services. Division of Archives and Records Service

**SERIES:** 28272

**TITLE:** Utah Public Notice Website records

**DATES:** 2008-

**ARRANGEMENT:** Alphabetical by agency, thereunder chronological by posting date

**DESCRIPTION:**

This series contains public information consisting of a public body's public notices, minutes, audio recordings, and other materials that are required to be posted or linked to the Public Notice Website.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Retain in agency custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: For records beginning in 2008 and continuing to the present. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

The Division of State Archives and Record Services is required by state statute to maintain an archive of all public information posted to the Utah Public Notice Website: Utah Code 63F-1-701(5)(c).

Government entities are required to post information according to Utah Code 52-4, Open and Public Meetings Act, or other statute or state agency rule.

**PRIMARY CLASSIFICATION:**

Public

# Utah State Archives

**Parent Agency:** Attorney General  
Child and Family Support

**Agency:** Attorney General's Office. Child and Family Support Division

AG Child & Family Support Division  
515 East 100 South, 8th Floor  
Salt Lake City, UT 84114  
801-536-8300

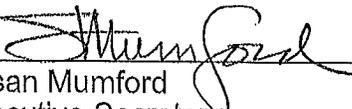
## Records Officer

27801 Child and Family Support case files - Ogden  
27625 Child and Family Support case files - Provo  
28269 Child and Family Support case files - Richfield  
28270 Child and Family Support case files - St. George

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 May 2013.

  
\_\_\_\_\_  
Susan Mumford  
Executive Secretary  
State Records Committee

## Utah State Archives

**AGENCY:** Attorney General's Office. Child and Family Support Division

**SERIES:** 27801

**TITLE:** Child and Family Support case files - Ogden

**DATES:** 2005-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 25.00 cubic feet.

**DESCRIPTION:**

These records are created for trial work in order to assist our Child Support Agency to establish, modify and enforce child support orders and to establish paternity. The records are used for litigation. Records contain information on individuals identified by the division for support. The files may contain correspondence, court documents, attorney notes, medical records, personal addresses, phone numbers, Social Security numbers, child protection orders, financial information, and other documentation of services.

**RETENTION:**

Retain 10 years after case closes

**DISPOSITION:**

Destroy.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

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

**APPRAISAL:**

Administrative

## Utah State Archives

**AGENCY:** Attorney General's Office. Child and Family Support Division

**SERIES:** 27801

**TITLE:** Child and Family Support case files - Ogden

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1)

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304

## Utah State Archives

**AGENCY:** Attorney General's Office. Child and Family Support Division

**SERIES:** 27625

**TITLE:** Child and Family Support case files - Provo

**VARIANT** Provo AG child & family support

**DATES:** 2005-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records are created for trial work in order to assist our Child Support Agency to establish, modify and enforce child support orders and to establish paternity. The records are used for litigation. Records contain information on individuals identified by the division for support. The files may contain correspondence, court documents, attorney notes, medical records, personal addresses, phone numbers, Social Security numbers, child protection orders, financial information, and other documentation of services.

**RETENTION:**

Retain 10 years after case closes

**DISPOSITION:**

Destroy.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

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

**APPRAISAL:**

Administrative

## Utah State Archives

**AGENCY:** Attorney General's Office. Child and Family Support Division

**SERIES:** 27625

**TITLE:** Child and Family Support case files - Provo

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1)(b)(h)

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304

## Utah State Archives

**AGENCY:** Attorney General's Office. Child and Family Support Division

**SERIES:** 28269

**TITLE:** Child and Family Support case files - Richfield

**VARIANT** Richfield AG - Child and Family Support

**DATES:** 2005 -

**ARRANGEMENT:** Alphabetical by surname.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records are created for trial work in order to assist our Child Support Agency to establish, modify and enforce child support orders and to establish paternity. The records are used for litigation. Records contain information on individuals identified by the division for support. The files may contain correspondence, court documents, attorney notes, medical records, personal addresses, phone numbers, Social Security numbers, child protection orders, financial information, and other documentation of services.

**RETENTION:**

Retain 10 years after case closes

**DISPOSITION:**

Destroy.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center provided case is closed. Retain in State Records Center for 9 years and then destroy.

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

**APPRAISAL:**

Legal

UCA 62A-11-101 et seq.

Additional citations:

UCA 78B-12-101 et seq.; 78B-14-101 et seq.



## Utah State Archives

**AGENCY:** Attorney General's Office. Child and Family Support Division

**SERIES:** 28270

**TITLE:** Child and Family Support case files - St. George

**VARIANT:** St. George AG - Child and Family Support

**DATES:** 2005 -

**ARRANGEMENT:** Alphabetical by surname.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records are created for trial work in order to assist our Child Support Agency to establish, modify and enforce child support orders and to establish paternity. The records are used for litigation. Records contain information on individuals identified by the division for support. The files may contain correspondence, court documents, attorney notes, medical records, personal addresses, phone numbers, Social Security numbers, child protection orders, financial information, and other documentation of services.

**RETENTION:**

Retain 10 years after case closes

**DISPOSITION:**

Destroy.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center provided case is closed. Retain in State Records Center for 9 years and then destroy.

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

**APPRAISAL:**

Legal

UCA 62A-11-101 et seq.

Additional citations:

UCA 78B-12-101 et seq.; 78B-14-101 et seq.



# Utah State Archives

**Parent Agency:** Attorney General  
Environment

**Agency:** Attorney General's Office. Environment Division

Heber M. Wells Bldg., 5th Floor  
160 East 300 South, P.O. Box 140873  
Salt Lake City, UT 84114-0873

## Records Officer

27207 Private fuel storage LLC 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 May 2013.

  
\_\_\_\_\_  
Susan Mumford  
Executive Secretary  
State Records Committee

## Utah State Archives

**AGENCY:** Attorney General's Office. Environment Division

**SERIES:** 27207

**TITLE:** Private fuel storage LLC case files

**VARIANT:** Private Fuel Storage LLC (PFS) case files

**DATES:** 1997-

**ARRANGEMENT:** Alphanumerical by type

**ANNUAL ACCUMULATION:**

**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:**

Retain 20 years after case closes

**DISPOSITION:**

Destroy provided no pending litigation

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 18 years and then destroy provided no pending litigation.

Computer data files: Retain in Office until administrative need ends and then delete provided no pending litigation.

Digital Versatile Disk - Read Only: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 18 years and then destroy provided no pending litigation.

## Utah State Archives

**AGENCY:** Attorney General's Office. Environment Division

**SERIES:** 27207

**TITLE:** Private fuel storage LLC case files

(continued)

**APPRAISAL:**

Administrative Legal

THESE RECORDS ARE CONFIDENTIAL LITIGATION FILES; ANY REQ  
INFORMATION SHOULD GO THROUGH THE UTAH ATTORNEY GENE  
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 CLASSIFICATION:**

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

**SECONDARY CLASSIFICATION(S):**

Private. Utah Code 63G2-302  
Public

# Utah State Archives

**Parent Agency:**

**Agency:** Labor Commission

160 E. 300 So.  
Salt Lake City, UT 84111  
801-538-6814

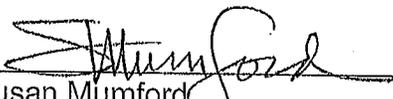
**Records Officer**

14785 Contested attorney 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 May 2013.

  
\_\_\_\_\_  
Susan Mumford  
Executive Secretary  
State Records Committee

## Utah State Archives

**AGENCY:** Labor Commission

**SERIES:** 14785

**TITLE:** Contested attorney case files

**VARIANT:** Legal files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These files were created and maintained by representing attorneys who handle cases brought by the Labor Commission against companies not in compliance with federal and state statutes. Case files also include cases brought by injured workers against the Uninsured Employers Fund and the Employers Reinsurance Fund. Files also include cases contesting Occupational Safety and Health citations. Labor Commission attorneys work these cases independent of the Attorney General's Office. Records include pleadings, depositions, attorney work product, discovery documents, interviews, and other investigation materials not brought before the judge.

**RETENTION:**

Retain 10 years after case closes.

**DISPOSITION:**

Destroy.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy provided no pending action or litigation.

Sound recordings: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then erase provided no pending action or litigation.

Video recordings master: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy provided no pending action or litigation.

## Utah State Archives

**AGENCY:** Labor Commission

**SERIES:** 14785

**TITLE:** Contested attorney case files

(continued)

**APPRAISAL:**

Administrative

Any records pertinent or used during litigation are included in series 82227, and are retained for 75 years after the case closes. These records are kept as additional reference materials.

**PRIMARY CLASSIFICATION:**

Private                      Utah Code 63G-2-302

**SECONDARY CLASSIFICATION(S):**

Public

Protected.                      Utah Code 63G-2-305(17)

Controlled.                      Utah Code 63G-2-304

# Utah State Archives

**Parent Agency:** Environmental Quality  
Solid and Hazardous Waste

**Agency:** Department of Environmental Quality, Division of Solid and  
Hazardous Waste Management  
P.O. Box 144880  
195 North 1950 West (84116)  
Salt Lake City, UT 84114-4880  
536-0200

## Records Officer

28238 Facility documents - historical records  
28240 Non-facility documents - historical 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.).

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 May 2013.

  
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Susan Mumford  
Executive Secretary  
State Records Committee

## Utah State Archives

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste Management

**SERIES:** 28238

**TITLE:** Facility documents - historical records

**DATES:** 2002-

**ARRANGEMENT:** Chronological then alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records are created and/or received in order to regulate hazardous waste, solid waste, and used oil facilities in the state of Utah. Documents are reviewed and responded to ensuring compliance and appropriate oversight of regulated hazardous waste, solid waste, and used oil facilities. Facility documents may include site identification forms, permit applications, permits, permit modifications, correspondence, inspection reports, corrective actions, closure plans, risk assessments, enforcement documents, and annual reports.

**RETENTION:**

Retain 30 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

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

**APPRAISAL:**

Administrative Historical

Records are required under Administrative Code R315 1-102, R315-301 through 320, and R315-15-1 through 17. These records pertain to facilities subject to department rules and other statutes as applicable, which have a lasting impact on the environment as determined by a number of state employees and regulators.

## Utah State Archives

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous  
Waste Management

**SERIES:** 28238

**TITLE:** Facility documents - historical records

(continued)

**PRIMARY CLASSIFICATION:**

Public

## Utah State Archives

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste Management

**SERIES:** 28240

**TITLE:** Non-facility documents - historical records

**DATES:** 2002-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records are submitted to the agency to report hazardous waste and used oil spills, request emergency permits, report alleged illegal activities involving hazardous waste and alleged illegal activities involving solid waste dumping. These documents contain important information regarding one-time events that have an environmental impact, but do not involve entities or facilities that will need continued regulation and/or oversight. Documents are reviewed by regulators, and appropriate actions and responses are made. Records include emergency permits, spill reports, complaints, and all related inspection reports, enforcement documents, correspondence, and documents concerning any legal action taken as a result.

**RETENTION:**

Retain 30 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

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

**APPRAISAL:**

Administrative Historical

These records pertain to events occurring outside of regulated facilities (non-recurring events) which have a lasting impact on the environment as determined by a number of state employees and regulators. Records are reviewed to determine whether or not

## Utah State Archives

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste Management

**SERIES:** 28240

**TITLE:** Non-facility documents - historical records

(continued)

their impact on the environment is substantial and long-lasting.

**PRIMARY CLASSIFICATION:**

Public

# Utah State Archives

**Parent Agency:** Transportation Department  
Region 3

**Agency:** Department of Transportation. Region Three  
658 North 1500 West  
Orem, UT 84057  
(801)227-8082

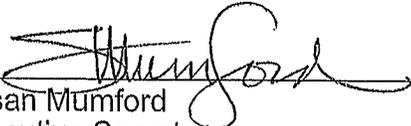
## Records Officer

26199 Construction project 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 May 2013.

  
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Susan Mumford  
Executive Secretary  
State Records Committee

## Utah State Archives

**AGENCY:** Department of Transportation. Region Three

**SERIES:** 26199

**TITLE:** Construction project files

**DATES:** ca. 1950-

**ARRANGEMENT:** Alphanumerical by project number.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records contain general information about construction projects conducted by the Utah Department of Transportation. These records are collected from project field offices after each project is completed. They contain information such as contractor payroll records, labor information, weigh tickets, materials test results and statistics, various construction reports, correspondence, and project field books. The historical documentation of each project is maintained under series 8660, Interstate and non-Interstate project files and series 6658, Highway as-constructed plans.

**RETENTION:**

Retain 6 years after final voucher is paid.

**DISPOSITION:**

Destroy.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until final voucher is paid and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

## Utah State Archives

**AGENCY:** Department of Transportation. Region Three

**SERIES:** 26199

**TITLE:** Construction project files

(continued)

**SECONDARY CLASSIFICATION(S):**

Protected.	Information concerning employee complaints and associated attorney work product. UCA 63G-2-305 (9) (17)
Private.	Employee information. UCA 63G-2-302 (f)