

## Retention and Classification Report

**Agency:** Judicial Council. Administrative Office of the Court. Office of Guardian ad Litem  
(3266)

P.O. Box 140241  
Salt Lake City, UT 84114  
801 578-3848

**Records Officer:** \_\_\_\_\_

26591      Case files

**AGENCY:** Judicial Council. Administrative Office of the Court. Office of Guardian ad Litem

**SERIES:** 26591

3

**TITLE:** Case files

**DATES:** 1994-

**ARRANGEMENT:** Chronological by year case is closed and thereunder alphabetical by surname.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These records are created by the office of the guardian ad litem when representing minors in juvenile and district court. The files are used by these attorneys in representing their clients. Files contain various documents accumulated by an attorney in the representation of a client, such as assessments and reports, attorney research and notes, correspondence, and court pleadings.

**RETENTION:**

Retain for 22 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series are authorized by the Administrative Office of the Courts.

**APPROVED:** 09/2007

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need is met and then transfer to State Records Center. Retain in State Records Center for 22 years and then destroy.

Digital image: Retain in Office for 22 years and then delete.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
These records have a legal value as they are created and maintained according to UCA 78-3a-912.

**AGENCY:** Judicial Council. Administrative Office of the Court. Office of Guardian ad Litem

**SERIES:** 26591

**TITLE:** Case files

(continued)

**PRIMARY DESIGNATION:**

Exempt UCA 78-3a-912(11)