Retention and Classification Report

Agency: West Valley City (Utah). City Attorney (1349)

West Valley City Hall
3000 South Constitution Blvd.
West Valley City, UT 84119
801-974-5501

Records Officer: _____

26610	Claim petition case files
60005	Closed civil files
17195	Closed criminal case files

AGENCY: West Valley City (Utah). City Attorney

SERIES: 26610 1
TITLE: Claim petition case files
DATES: 1980-
ARRANGEMENT: Chronological by notification date.
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These files contain petitions claiming damages caused by municipal employees and/or equipment. They are used to determine liability. These files include petitions, correspondence and police reports if applicable.

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 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

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

Legal appraisal is based on UCA 63-30d.

AGENCY: West Valley City (Utah). City Attorney

SERIES: 60005 3
TITLE: Closed civil files
DATES: 1980-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These files contain claims and lawsuits filed against the City or its employees. These files contain a Notice of Claim (a form sent to the City by an individual requesting monetary relief from alleged negligence on the part of the City or its employees); any correspondence; police reports; witness statements; other evidence on claim; legal documents filed with the court (complaint, summons, notice of deposition, etc); copies of deposition testimony; notes by attorneys; copies of legal documents filed on the City's behalf by city attorney; and copies of insurance claim forms. These are closed case files.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: West Valley City (Utah). City Attorney

SERIES: 60005
TITLE: Closed civil files

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APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the city attorney. These files may have some historical value documenting the actions of the city attorney to claims and lawsuits made against West Valley City.

AGENCY: West Valley City (Utah). City Attorney

SERIES: 17195 3
TITLE: Closed criminal case files
DATES: 1981-
ARRANGEMENT: Alphanumerical by name
ANNUAL ACCUMULATION: 3.20 cubic feet.
DESCRIPTION:

These files are used by city prosecutors to conduct trials against persons charged with criminal misdemeanors. They contain copies of police reports (containing name of person reporting crime, name of suspect, summary of crime, names of police officers, and whether a citation was issued); pretrial notices or trial notices (containing defendant's name, name of attorney, and date and time of trial); citations (containing name of person, date, place of occurrence, and any comments); and notes of attorney. These case have gone to court and are closed.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs of the office. Though record copies of the court records and police records are kept elsewhere the City Attorney has determined that

AGENCY: West Valley City (Utah). City Attorney

SERIES: 17195
TITLE: Closed criminal case files

(continued)

these records should be maintained permanently.

PRIMARY DESIGNATION:

Private