Retention and Classification Report

Agency: District Court (Fifth District : Beaver County) (1683)

P.O. Box 1683
2270 South 525 West
Beaver, UT 84713
435-438-5395

Records Officer: _____

24290	Civil case files
24338	Criminal case files
06241	Probate case files

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24290 3
TITLE: Civil case files
DATES: 1896-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

These case files document civil cases handled by the Fifth District Court in Beaver. They include all papers filed with the court

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/2002

FORMAT MANAGEMENT:

`Error - Format Type is invalid.`

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

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

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

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

These records have historical value(s).

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment, as long as 25 years in some instances. Because they enforce or protect private rights and prevent or redress private wrongs, the value of the judge's decrees and final judgments to parties in the action may well extend beyond the 25-year designation.

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24290
TITLE: Civil case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24338 3
TITLE: Criminal case files
DATES: 1896-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

Case files are made up of the various documents filed with the Fifth District Court in Beaver County pertaining to each specific case. The records usually contain information such as the case number, and the names of the defendants, counsel, jurors, and witnesses. The case file may include complaints, indictments, subpoenas, verdicts, warrants of arrest, execution or confinement, warrant returns, affidavits, orders, judgments, appeal notices. Files rarely include transcripts of testimony.

First, second, and third degree felony cases are the predominant case file type within this series (a major crime for which the maximum imprisonment is more than one year in a state correctional institution). This would include first degree offenses such as murder, rape, aggravated kidnapping, aggravated burglary and robbery, arson, and possession with intent to distribute drugs. Second degree offenses include: manslaughter, robbery, residential burglary, kidnapping, perjury, forgery, theft of property valued over $1,000.00, forcible sexual abuse, and intentional child abuse. Third degree felonies include: burglary of non-dwellings, theft, aggravated assault, forgery, unlawful sexual intercourse, joyriding, possession with intent to distribute marijuana or cocaine, and false or forged prescriptions.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then transfer to State

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 24338
TITLE: Criminal case files

(continued)

Archives with authority to weed.

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

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

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

These records have historical value(s).

These are historically significant permanent records of the court.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 6241 3
TITLE: Probate case files
DATES: 1856-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

Case files involving the estates of deceased persons and the guardianship of minors and the incompetent. Adoptions, incorporations or dissolutions (turn of the century) and name changes might also appear.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1896 through 1955. Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

Paper: Retain in Office permanently or until microfilmed.

APPRAISAL:

These records have historical value(s).

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. Because they enforce or protect private rights and prevent or redress private wrongs, the value of the judge's decrees and final judgments to parties in the action may well extend indefinitely.

AGENCY: District Court (Fifth District : Beaver County)

SERIES: 6241
TITLE: Probate case files

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PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt.	Judicial records are public unless restricted under rules of civil procedure (UCA 63G-2-301-[1][f]). Included are custody proceedings, guardianship files, minutes, & probate records.