

Retention and Classification Report

Agency: District Court (Fourth District : Utah County) (1689)

Fourth District Court
125 North 100 West
Provo, UT 84601
801-429-1005

Records Officer: _____

19751	Adoption and other sealed case files
14435	Civil case files
03592	Criminal case files
25943	Criminal registers of action
14436	Divorce case files
15098	Mental health commitment case files
14437	Probate case files
03589	Trial transcript

AGENCY: District Court (Fourth District : Utah County)

SERIES: 19751

3

TITLE: Adoption and other sealed case files

DATES: 1962-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Probate cases deal with adoptions, guardianship, and the estates of deceased and incompetent persons. These files were ordered sealed by the court. At the time of filming, they were removed from the other (not sealed) probate cases to create this series.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then transfer to State Records Center. Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

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

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

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. 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 an action may well extend beyond their immediate administrative use.

AGENCY: District Court (Fourth District : Utah County)

SERIES: 19751

TITLE: Adoption and other sealed case files

(continued)

PRIMARY DESIGNATION:

Exempt Adoptions are sealed by law for 100 years.

AGENCY: District Court (Fourth District : Utah County)

SERIES: 14435

3

TITLE: Civil case files

DATES: 1897-

ARRANGEMENT: Numerical by sequential case number.

DESCRIPTION:

These files document the legal process and the administration of justice in civil matters heard by the Fourth District Court (Utah County). Case files contain petitions, orders, decrees, and all other relevant important documents relating to a case. Divorces are included up to 1990.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 45 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.

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

APPRAISAL:

These records have administrative, historical, and/or legal value(s). Historic court records provide information about individuals and about legal processes. Civil cases include divorces and ownership issues. Civil judgments may be of longstanding relevance,

AGENCY: District Court (Fourth District : Utah County)

SERIES: 14435

TITLE: Civil case files

(continued)

particularly judgments on water rights issues.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Utah County)

SERIES: 3592

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TITLE: Criminal case files

DATES: 1896-

ARRANGEMENT: Numerical by sequential case number.

DESCRIPTION:

These are criminal case files (predominantly first, second and third degree felonies, but also misdemeanor and juvenile cases) for the Fourth District Court. Case files typically include indictments, subpoenas, verdicts, warrants, returns of warrants, informational papers, affidavits, affidavits of impecuniosity, court orders, judgments, warrants of execution and confinement, warrants of death, notices of appeal, demurrers, answers to demurrers, complaints, and orders to show cause.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

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 8 years and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

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

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

APPRAISAL:

These records have historical value(s).

Criminal Case Files have continuing administrative and legal value since they document the functions of the Fourth District Court and continue to serve current and future administrative needs and historical research. Furthermore, the series should be

AGENCY: District Court (Fourth District : Utah County)

SERIES: 3592

TITLE: Criminal case files

(continued)

retained as a vital record essential for the operation of the court and their ability to fulfill obligations to the public.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Utah County)

SERIES: 25943

3

TITLE: Criminal registers of action

DATES: 1896-

ARRANGEMENT: Numerical by case number and generally chronological by filing date.

DESCRIPTION:

Registers of actions are listings of all actions relative to individual cases. Registers provide complete histories of each case, including the names of the plaintiff and defendant, the case number, dates for every action and hearing, and the nature of the action taken on each date. Registers of action provide reference to court minute or record books.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1896 through 1946. Retain in State Archives permanently 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.

APPRAISAL:

These records have historical value(s).

This disposition is based on the legal and historical value of the District Court REGISTERS OF ACTIONS. The court clerk is required by law [UCA X, (79) (a)] to keep register of actions that functions as a chronological list of papers filed and fees paid which relate to individual actions.

AGENCY: District Court (Fourth District : Utah County)

SERIES: 25943

TITLE: Criminal registers of action

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Utah County)

SERIES: 14436

3

TITLE: Divorce case files

DATES: 1990-

ARRANGEMENT: Numerical by sequential case file number

DESCRIPTION:

These files document the legal process and the administration of justice in civil matters heard by the Fourth District Court (Utah County). Case files contain petitions, orders, decrees, and all other relevant important documents relating to a case. These case files relate only to divorces. Divorce cases were separated from other civil cases in 1990.

RETENTION:

Permanent. Retain for 40 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1995

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then transfer to State Records Center. Retain in State Records Center for 40 years and then transfer to State Archives.

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

APPRAISAL:

These records have historical value(s).

These case files have ongoing evidentiary and research value.

AGENCY: District Court (Fourth District : Utah County)

SERIES: 14436

TITLE: Divorce case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Utah County)

SERIES: 15098

3

TITLE: Mental health commitment case files

DATES: 1896-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

These are documenting forms and papers used by the district court to have individuals committed to mental health institutions and includes all which present evidence why the individual should be committed.

RETENTION:

Permanent. Retain for 9 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1995

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then transfer to State Records Center. Retain in State Records Center for 9 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 Office permanently.

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

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. They enforce or protect private rights and prevent or redress private wrongs. The value

AGENCY: District Court (Fourth District : Utah County)

SERIES: 15098

TITLE: Mental health commitment case files

(continued)

of the judge's decrees and final judgments to parties in an
action may well extend beyond their immediate administrative use.

PRIMARY DESIGNATION:

Controlled Rule 4-202.02(5), CJA

AGENCY: District Court (Fourth District : Utah County)

SERIES: 14437

3

TITLE: Probate case files

DATES: 1868-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These are probate case files created by the the fourth judicial district court. The files document the various legal aspects of individual probates, i.e., cases involving adoptions, guardianships, and the estates of deceased or incompetent persons.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1995

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then transfer to State Records Center. Retain in State Records Center 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.

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

APPRAISAL:

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

This disposition is based on the historical value of these records. They are a valuable research tool.

AGENCY: District Court (Fourth District : Utah County)

SERIES: 14437

TITLE: Probate case files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt

AGENCY: District Court (Fourth District : Utah County)

SERIES: 3589

3

TITLE: Trial transcript

DATES: 1930-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on documentation about individuals, legal procedure, court history and functions. Book(s) serve as a historically useful record for documenting the operation of the court and its ability to fulfill obligations to the public.

PRIMARY DESIGNATION:

Public