Retention and Classification Report

Agency: District Court (Fifth District : Iron County) (1690)

40 North 100 East
Cedar City, UT 84720
435-586-4801

Records Officer: _____

18195	Civil case files
18219	Criminal case files
83755	Inheritance tax liens registers
26645	Probate case files

AGENCY: District Court (Fifth District : Iron County)

SERIES: 18195 3
TITLE: Civil case files
DATES: 1896-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

These case files from the Fifth District Court in Iron County document the legal process and the administration of justice in conjunction with a civil proceeding for the determination of a controversy between parties wherein rights are enforced or protected, or wrongs are prevented or redressed. Included are all cases which cannot legally be called "criminal cases." Records and documents pertaining to a particular action are filed together by the court clerk, who is required by the Rules of Civil Procedure to file pleadings and other legal papers. Collectively they constitute the case file.

RETENTION:

Retain

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

Paper: For records beginning in 1896 through 1955. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Regional Repository permanently.

Paper: For records beginning in 1956 and continuing to the present. Retain in Office permanently or until microfilmed.

AGENCY: District Court (Fifth District : Iron County)

SERIES: 18195
TITLE: Civil case files

(continued)

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.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fifth District : Iron County)

SERIES: 18219 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 Iron 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.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Paper: For records beginning in 1896 through 1955. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Regional Repository permanently.

Paper: For records beginning in 1955 and continuing to the present. Retain in Office permanently or until microfilmed.

AGENCY: District Court (Fifth District : Iron County)

SERIES: 18219
TITLE: Criminal case files

(continued)

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.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fifth District : Iron County)

SERIES: 83755 4
TITLE: Inheritance tax liens registers
DATES: i 1917-
ARRANGEMENT: Chronological.
DESCRIPTION:

The district court clerk registers the estate settlements showing the heirs, devisees, or grantees, and their relationship to the deceased. This settlement was then assessed for tax purposes. Appraisal of property is included and the executor or administrator is named. If any real estate was subject to lien the lien was also registered.

RETENTION:

Permanent. Retain for 1 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:

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

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

AGENCY: District Court (Fifth District : Iron County)

SERIES: 26645 3
TITLE: Probate case files
DATES: 1895-
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:

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 1895 through 1955. 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.

Microfilm duplicate: Retain in Regional Repository permanently.

Paper: For records beginning in 1956 and continuing to the present. 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

AGENCY: District Court (Fifth District : Iron County)

SERIES: 26645
TITLE: Probate case files

(continued)

the action may well extend indefinitely.

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. Wills are generally