Retention and Classification Report

Agency: District Court (Eighth District : Daggett County) (1701)

P.O. Box 219
Manila, UT 84046
435-784-3335

Records Officer: _____

17506	Civil case files
13142	Civil court records
13145	Civil registers of actions
17507	Criminal case files
13144	Minutes
17508	Probate case files

AGENCY: District Court (Eighth District : Daggett County)

SERIES: 17506 3
TITLE: Civil case files
DATES: 1919-
ARRANGEMENT: Numerical by case number
DESCRIPTION:

These case files from the Eighth District Court in Daggett 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. 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 permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2009

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: District Court (Eighth District : Daggett County)

SERIES: 17506
TITLE: Civil case files

(continued)

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, particularly judgments on water rights issues.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Eighth District : Daggett County)

SERIES: 13142 3
TITLE: Civil court records
DATES: undated
ARRANGEMENT: none
DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:
May Transfer to Archives.

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.

AGENCY: District Court (Eighth District : Daggett County)

SERIES: 13145 3
TITLE: Civil registers of actions
DATES: undated
ARRANGEMENT: none
DESCRIPTION:

Civil cases document the legal process and the administration of justice in conjunction with civil proceedings for the determination of a controversy between parties wherein rights are enforced or protected, or wrongs are prevented or redressed. Records and documents pertaining to a particular civil action are filed together by the court clerk and collectively these documents constitute the case file. As these records or actions are filed, the clerk enters them in the registers which comprise this series. The clerk is required as documents enter the case file to make a notation that shows "the nature of each paper filed or writ issued and the substance of each order or judgment of the court and of the returns showing execution of process. The notation of an order or judgment shall show the date the notation is made. When trial by jury has been properly demanded or ordered the clerk shall enter the word "jury" on the page assigned to that action [UCA 79 (b) (2)]."

A register of actions may contain the following entries for each civil case: name of the attorney for plaintiff and defendant, name of the judge presiding over the case, petitions, complaints, summons, answers to summons, orders from the court, assignment of judges, exhibits, judgment, findings and conclusions, costs, decrees, requests by attorneys for instructions to the jury, verdict, motions for cross complaints or new trials, amendments to previous answers and disclaimers.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

AGENCY: District Court (Eighth District : Daggett County)

SERIES: 13145
TITLE: Civil registers of actions

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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, particularly judgments on water rights issues.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Eighth District : Daggett County)

SERIES: 17507 3
TITLE: Criminal case files
DATES: 1919-
ARRANGEMENT: Numerical by case number
DESCRIPTION:

Case files are made up of the various documents filed with the Eighth District Court in Daggett 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:

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

APPROVED: 01/1985

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: District Court (Eighth District : Daggett County)

SERIES: 17507
TITLE: Criminal case files

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PRIMARY DESIGNATION:

Public

AGENCY: District Court (Eighth District : Daggett County)

SERIES: 13144 3
TITLE: Minutes
DATES: 1918-
ARRANGEMENT: none
DESCRIPTION:

Minutes contain court actions from the criminal, civil, and probate divisions and document the daily proceedings of the court. However, minute entries are not transcripts of court cases. Business matters include court site and officers present, jury selection, judicial appointments, expense claims, as well as entries noting the day's proceedings on various cases. A typical case will span multiple dates and will include an indictment or indication of the filed complaint, procedural issues, presentation of the case, witnesses' names, the verdict, and precise sentencing or settlement.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records document the procedures of the justice system and how they evolve over time.

AGENCY: District Court (Eighth District : Daggett County)

SERIES: 13144
TITLE: Minutes

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PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2016.

AGENCY: District Court (Eighth District : Daggett County)

SERIES: 17508 3
TITLE: Probate case files
DATES: 1980-
ARRANGEMENT: Numerical by case files
DESCRIPTION:

Probate case files from the Eighth District Court in Daggett County primarily involve the probate of estates for deceased persons and guardianship for minors and incompetent persons. Probate is judicial oversight of property in transition. Probate of estates is the process by which a deceased person's property is identified and maintained, his debts and taxes paid, and then remaining property distributed to beneficiaries as specified in a will or as required by law for persons who die intestate (without a will). In guardianship cases probate is the establishment of a guardian for minors or incompetent adults who hold property that needs management. In addition to probate these case files also include name changes and some adoptions.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1984

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: District Court (Eighth District : Daggett County)

SERIES: 17508
TITLE: Probate case files

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PRIMARY DESIGNATION:

Public