

Retention and Classification Report

Agency: Duchesne County (Utah). County Attorney (2877)

P.O. Box 270
734 No. Center
Duchesne, UT 84021-0270

Records Officer: _____

21923	Homicides and major felonies case files
24284	Juvenile case files

AGENCY: Duchesne County (Utah). County Attorney

SERIES: 21923

1

TITLE: Homicides and major felonies case files

DATES: 1989-

ARRANGEMENT: Alphabetical by subject's name

DESCRIPTION:

These case files document homicides and other major criminal cases filed and prosecuted in the district court. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, amount of bond, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the closure of the case.

RETENTION:

Retain until case is closed

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 until case closed and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Protected

AGENCY: Duchesne County (Utah). County Attorney

SERIES: 24284

3

TITLE: Juvenile case files

DATES: 1960-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These case files document juvenile cases handled by the Duchesne County Attorney. They include petitions, police reports, attorney's notes, related correspondence, and court records. The Juvenile Court maintains the official copy of all court records.

RETENTION:

Retain until date of birth

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2002

FORMAT MANAGEMENT:

Paper: Retain in Office until juvenile reaches the age of twenty and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

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

This disposition is based on the administrative and legal needs expressed by the county attorney's office.

AGENCY: Duchesne County (Utah). County Attorney

SERIES: 24284

TITLE: Juvenile case files

(continued)

PRIMARY DESIGNATION:

Protected

SECONDARY DESIGNATION(S):

Private