

Retention and Classification Report

Agency: Salt Lake City (Utah). Justice Court (1051)
333 South 200 East
Salt Lake City, UT 84111

Records Officer: Cindi Mansell

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AGENCY: Salt Lake City (Utah). Justice Court

SERIES: 4617

3

TITLE: Books of Drunks

DATES: 1891-1902.

ARRANGEMENT: Chronological by date of court hearing.

DESCRIPTION:

This series includes four large books, used to record the name, date, and verdict of those charged in Salt Lake County for being drunk in a public place. Records also include the name of the Justice of the Peace, the date of the hearing, and the fine paid (if applicable). Each book has one or two corresponding indexes, which are bound separately.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of criminal activity and the operation of the Salt Lake City Police Department and Police court at the turn of the twentieth century.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Justice Court

SERIES: 4672

3

TITLE: Civil case docket books

DATES: 1894-1902.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These volumes record civil cases heard by City Justices Smith, Wenger, and Timmony, with a few entries by City Court Judge Diehl. The series ends in January 1902 with the creation of a city court. Entries record the names of the parties, their attorneys, the amount of the demand, and then various actions taken in the case.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

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

AGENCY: Salt Lake City (Utah). Justice Court

SERIES: 27872

3

TITLE: Court appraised historically significant case files

DATES: ca. 2000-

ARRANGEMENT: chronological

DESCRIPTION:

Records in this series are case files which the justice court has determined have historical significance. The criteria and authority of the court is outlined in the Utah Code of Judicial Administration 4-203. In deciding whether to designate a case as historically significant, the court may consider any relevant factor, including whether the case has been frequently cited, presented a rare legal issue or controversy, caused a change in law or policy, had long term or wide spread legal significance, affected a large portion of the community, was well-known in the community, was generally viewed in the community as important, involved a well-known person, or was the subject of a well-known book or film. Such cases are transferred to the State Archives for permanent retention.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2012

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

AGENCY: Salt Lake City (Utah). Justice Court

SERIES: 27872

TITLE: Court appraised historically significant case files

(continued)

APPRAISAL:

Historical

Utah courts have the authority to designate case files as historically significant and transfer them to the State Archives for permanent retention as outlined in the Utah Code of Judicial Administration 4-203, paragraphs (2) and (4). Paragraph (2) states that any person may file with the court of origin to designate a case as historically significant and the motion "shall be decided by the Presiding Judge". Paragraph (4) outlines the duties of the clerk of the court if a case is designated as historically significant by the Presiding Judge.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Justice Court

SERIES: 4629

3

TITLE: Criminal court day books

DATES: 1890-1897.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Recorded information includes: date, name of defendant, plea (guilty or not guilty), amount of fine, and whether cash or labor. Cases may also include names of witnesses, date of continuance, sentence, whether case dismissed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

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

AGENCY: Salt Lake City (Utah). Justice Court

SERIES: 4649

3

TITLE: Criminal docket book indexes

DATES: 1889-1892.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain 9 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 9 years and then destroy.

AGENCY: Salt Lake City (Utah). Justice Court

SERIES: 4671

3

TITLE: Criminal docket books

DATES: 1890-1902.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Docket books in archives possession include those of city justices of the peace Laney, Gee, Wenger, and Timmony. Recorded information includes name of defendant, charge, disposition of case, and court costs. "Police court" was the common name for the criminal section of a justice's court. The volumes end in January 1902 with the creation of a city court.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

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

AGENCY: Salt Lake City (Utah). Justice Court

SERIES: 4630

TITLE: Criminal fines and forfeiture account books

DATES: 1891-1897.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

3

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City (Utah). Justice Court

SERIES: 28677

3

TITLE: Daily cashier deposits and receipts

DATES: 2002-

ARRANGEMENT: Chronologically by fiscal year, thereunder by month and date

DESCRIPTION:

These records support the agency's administrative function to account for financial transactions. Records document credits and debits paid to or by the agency. Information includes details of the transactions and financial reconciliations.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

APPRAISAL:

Administrative Fiscal

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Salt Lake City (Utah). Justice Court

SERIES: 4625

1

TITLE: Forfeitures index books

DATES: ca. 1890-1897.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These indices provide access to the individuals involved. Entries are by first few letters of surname.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

The index has administrative and historic value and facilitates clerical management of and access to the case files. The permanent disposition of the case files is based on their historical, administrative, and legal value.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Justice Court

SERIES: 4643

3

TITLE: Goods stolen and recovered register

DATES: 1891-1893.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Justice Court

SERIES: 23833

3

TITLE: Jeter Clinton's civil docket books

DATES: 1867-1874.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Jeter Clinton was a 4th ward Alderman, as such acting as a JP for the city of Salt Lake, except for the 1868-1870 term when he was elected as county JP for the 4th Salt Lake City precinct. These dockets show action taken before Justice Clinton in civil cases in the city.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on the value of these records in documenting the types of cases handled by justice courts during this period. It is important for the study of local history and community studies.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Justice Court

SERIES: 23834

3

TITLE: Jeter Clinton's criminal docket books

DATES: 1867-1874.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Jeter Clinton was a 4th ward Alderman, as such acting as a JP for the city of Salt Lake, except for the 1868-1870 term when he was elected as county JP for the 4th Salt Lake City precinct. These dockets show action taken before Justice Clinton in minor criminal cases in the city. The criminal segment of a justice's court was commonly referred to as a police court.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on the value of these records in documenting the types of cases handled by justice courts during this period. It is important for the study of local history and community studies.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Justice Court

SERIES: 4646

1

TITLE: Judge Timmony's book of forfeitures

DATES: 1891-1902.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City (Utah). Justice Court

SERIES: 4648

3

TITLE: Judgment record book indexes

DATES: i 1897-1900.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City (Utah). Justice Court

SERIES: 4885

3

TITLE: Minute books

DATES: 1864-1890.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Minutes of proceedings in the justice court showing parties involved, offense, a brief summary of proceedings, and verdict or other resolution to the case. Most cases are criminal--fighting, battery, disturbing the peace, larceny, burglary, drunkenness, vagrancy, etc. A few are civil cases regarding lease agreements, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

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

AGENCY: Salt Lake City (Utah). Justice Court

SERIES: 12022

3

TITLE: Miscellaneous offense docket books

DATES: 1890-1902.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These docket books records actions taken for assorted criminal offenses heard by city Justices H.S. Laney, W. W. Gee, Grant H. Smith, D. H. Wenger, J.B. Timmony, and J.B. Diehl. Recorded information includes name of defendant, charge, disposition of case, and court costs. Charges are for violating various Salt Lake City ordinances.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

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

AGENCY: Salt Lake City (Utah). Justice Court

SERIES: 4618

3

TITLE: Miscellaneous offenses indexes

DATES: 1891-1899.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These provide access by defendant name to the miscellaneous offense docket books created by the criminal section of the city justice court (aka police court).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

The index has administrative and historic value and facilitates clerical management of and access to the case files. The permanent disposition of the case files is based on their historical, administrative, and legal value.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Justice Court

SERIES: 4632

3

TITLE: Police court calendar

DATES: 1875-1898.

ARRANGEMENT: chronological

DESCRIPTION:

The "police court" was the criminal section of the justice court. Information usually is recorded under the following column headings: date, name of defendant, folio, number, plea or sentence, fines, remarks, nature of charge, and how paid (cash, labor, etc.).

Rarely lists of marriages performed or other activities may be noted (eg. one marriage list July 1879-4 July 1882).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Justice Court

SERIES: 23835

3

TITLE: Poll tax docket books

DATES: 1898-1901.

ARRANGEMENT: chronological

DESCRIPTION:

These records document action taken in the justice's court before Justice Timmony by the Street Supervisor against Salt Lake City residents for failure to pay the annual road poll tax.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

PRIMARY DESIGNATION:

Public