Retention and Classification Report

Agency: Salt Lake City (Utah). Justice's Court (1051)

333 South 200 East
Salt Lake City, UT 84111

Records Officer Cindi Mansell

04672	*	Civil case docket books
27872		Court appraised historically significant case files
04629		Criminal court day books
04649	*	Criminal docket book indexes
04671	*	Criminal docket books
04630	*	Criminal fines and forfeiture account books
28677		Daily cashier deposits and receipts
04625	*	Forfeitures index books
04643	*	Goods stolen and recovered register
23833	*	Jeter Clinton's civil docket books
23834	*	Jeter Clinton's criminal docket books
04646	*	Judge Timmony's book of forfeitures
04648	*	Judgment record book indexes
04885	*	Minute books
12022	*	Miscellaneous offense docket books
04618	*	Miscellaneous offenses indexes
04632	*	Police court calendar
23835	*	Poll tax docket books

AGENCY: Salt Lake City (Utah). Justice's 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:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Justice's 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:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then

AGENCY: Salt Lake City (Utah). Justice's Court

SERIES: 27872
TITLE: Court appraised historically significant case files

(continued)

transfer to State Archives with authority to weed.

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 CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). Justice's 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:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Justice's 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:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Salt Lake City (Utah). Justice's 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:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Justice's Court

SERIES: 4630 3
TITLE: Criminal fines and forfeiture account books
DATES: 1891-1897.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Salt Lake City (Utah). Justice's 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:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

AGENCY: Salt Lake City (Utah). Justice's Court

SERIES: 28677
TITLE: Daily cashier deposits and receipts

(continued)

This report was reviewed and updated on 04/2015.

AGENCY: Salt Lake City (Utah). Justice's 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:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Justice's 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:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). Justice's 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:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Justice's 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:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Justice's 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:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Salt Lake City (Utah). Justice's 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:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Salt Lake City (Utah). Justice's 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, drunkeness, vagrancy, etc. A few are civil cases regarding lease agreements, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Justice's 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:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Justice's 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:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Justice's 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:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Justice's 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:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public