

Retention and Classification Report

Agency: Salt Lake City (Utah). Prosecutor (1070)
349 South 200 East, Suite 500
Salt Lake City, UT 84114-5500

Records Officer

04924 *Correspondence
28494 Misdemeanor Case Files

AGENCY: Salt Lake City (Utah). Prosecutor

SERIES: 4924

3

TITLE: Correspondence

DATES: 1934-1939.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Copies of outgoing correspondence from the city prosecutor addressing requests for issuing complaints for violating city ordinances (building codes, animal control, noise, etc.).

RETENTION:

Retain archives custody

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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). Prosecutor

SERIES: 28494

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TITLE: Misdemeanor Case Files

DATES: 2007-

ARRANGEMENT: Chronological by year, thereafter by case number.

DESCRIPTION:

These case files document routine misdemeanor criminal cases prosecuted in circuit courts. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, bond amount, 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 case is closed.

RETENTION:

Retain 7 years after case closes

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

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 case closes and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 15, Item 2.

Legal

AGENCY: Salt Lake City (Utah). Prosecutor

SERIES: 28494

TITLE: Misdemeanor Case Files

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(10,11,13,16,17); 63G-2-305(9)(c,d)