

# Retention and Classification Report



**Agency:** Administrative Office of the Courts (120)

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**Records Officer:**  
**Analyst:** Pat Scott

83953 Annual reports  
16935 Director of court services meeting minutes  
14046 Directories  
11523 Employment applications  
05130 Financial Information Resources Management System (FIRM)  
83952 Newsletters  
11522 Personnel records  
22685 Publications  
05135 Revenue distribution reports  
05118 Telephone bills  
05129 Warrant requests

**AGENCY:** Administrative Office of the Courts

**SERIES:** 83953

3

**TITLE:** Annual reports

**DATES:** 1973-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports of the Administrative Office of the Courts' activities from the previous year with information pertaining to the administrator's message, agency activities, justice system, justices, agency services, and caseloads.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

Historical

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Administrative Office of the Courts

**SERIES:** 16935

3

**TITLE:** Director of court services meeting minutes

**DATES:** 1973-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This is the record of the meeting of the Director of Court Services. The director is assigned the authority by UCA 78-3a-12 to appoint court clerks, deputy court clerks, and probation officers, to supervise the nonjudicial court staff, and serve as administrative officer of the court. Includes the date and time of the meeting, the place of the meeting, the individuals present, the topics discussed, and any decisions reached.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1987.

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Office permanently.

Microfiche master: Retain in State Archives permanently.

**APPRAISAL:**

Administrative Historical

As the chief administrator of the juvenile courts, the record of the director's meetings is of obvious long term value.

**AGENCY:** Administrative Office of the Courts

**SERIES:** 14046

3

**TITLE:** Directories

**DATES:** 1989-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The directories, created by the Administrative Office of the Courts, provide access to the courts and its personnel. The directories contain names, addresses, and telephone numbers of court locations and court personnel throughout Utah, pictures of the judiciary, and a listing of federal, state, and county organizations with which the courts interact.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Historical

The directories document court personnel for a given year including names, court locations, and photographs of the judiciary.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Administrative Office of the Courts

**SERIES:** 11523

3

**TITLE:** Employment applications

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Applications of those persons qualified to be listed on a register but who were not selected as the candidate for employment. If DHRM has officially delegated a particular state agency as the record copy office then they should retain these applications for three years.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1992.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 42 months and then destroy.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 12.

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302 (1)(e) (2008)

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Administrative Office of the Courts

**SERIES:** 5130

**TITLE:** Financial Information Resources Management System (FIRMS) reports

3

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Includes the following: FICAA01T Trial balance monthly. FICAA05P Outstanding encumbrance. FICAA09P Outstanding reservation. FICAA10P Cash deposits. FICAA30P General ledger activity. FICAA85P Revenue and expenditure status by fund. FICAED01 Expenditure detail by sub-account. FICAES01 Expenditure status by sub-account. FICAES02 Work program/expenditure comparison by summary account. FICARD01 Revenue detail by sub-account within organization. FICARS01 Revenue status by sub-account. FICARS02 Estimated revenue/realized revenues. FICAER01 Expenditure/revenue summary by level 2. FICAMP01 Revenue account status by activity other than Dept. of Transportation.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 21.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. social security number

**AGENCY:** Administrative Office of the Courts

**SERIES:** 83952

3

**TITLE:** Newsletters

**VARIANT** Utah Judicial Briefs  
For the Record  
Off the Record

**DATES:** 1975-1997.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains newsletters by the Administrative Office of the Courts concerning judicial activities and projects and is produced primarily for the legal profession. The newsletters contain information pertaining state and federal cases, new judicial appointments, seminars and conferences, and other issues related to judicial action. The newsletters are titled "Utah Judicial Briefs," "For the Record" and "Off the Record."

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

Historical

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Administrative Office of the Courts

**SERIES:** 11522

3

**TITLE:** Personnel records

**DATES:** 1988-

**ARRANGEMENT:** Chronological, thereunder alphabetical by employee surname.

**DESCRIPTION:**

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/2006.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 2.

**AGENCY:** Administrative Office of the Courts

**SERIES:** 11522

**TITLE:** Personnel records

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302 (1)(e) (2008)

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Administrative Office of the Courts

**SERIES:** 22685

3

**TITLE:** Publications

**DATES:** 1978-1993.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, crime, justice system, laws, records, and all other activities of the Administrative Office of the Courts. Also included are manuals and handbooks for clerks and justices from the district, circuit and justice courts. This series consists primarily of isolated publications not part of a more specific series.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

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

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

**APPRAISAL:**

Historical

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Administrative Office of the Courts

**SERIES:** 5135

3

**TITLE:** Revenue distribution reports

**VARIANT** DF55

DF60

Revenues

**DATES:** 1987-1998.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This monthly report documents the kind and amount of collections for each circuit court department and provides how the monies are distributed among the state, city, and county. The reports include the date, low organization number, depositor document number, court name, revenue source (i.e., bail forfeitures for city and county ordinances, fines for state statutes or local ordinances, wildlife resources fines and collection fees, state boating act fines and collection fees, victim restitution, intoxicated driver rehabilitation fee, 25% surcharge, civil and small claims filing fees, judges retirement, etc.), collection totals, distribution totals, state remittances, and signature of clerk of court.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Administrative Office of the Courts

**SERIES:** 5118

3

**TITLE:** Telephone bills

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Originals and copies of tickets filed in support of telephone call payments.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 43.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Administrative Office of the Courts

**SERIES:** 5129

3

**TITLE:** Warrant requests

**DATES:** 1988-

**ARRANGEMENT:** Numerical by warrant number.

**DESCRIPTION:**

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

Administrative Fiscal  
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 49.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. social security number