

Retention and Classification Report

Agency: Circuit Court (Second Circuit) (147)

2nd Circuit Court
2549 Washington Blvd
Ogden, UT 84401
435-629-8030

Records Officer

17781 *Layton City civil case files
15183 *Ogden city criminal misdemeanors
15182 *Ogden civil case files
15185 *Ogden criminal felonies
15184 *Ogden state criminal misdemeanors
15186 *Small claims case files
15187 *Traffic case files

AGENCY: Circuit Court (Second Circuit)

SERIES: 17781

3

TITLE: Layton City civil case files

DATES: 1980-1996.

ARRANGEMENT: Numerical by case files.

DESCRIPTION:

These are satisfied and dismissed civil case files for the Layton Office.

RETENTION AND DISPOSITION AUTHORIZATION:

APPROVED: 07/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Circuit Court (Second Circuit)

SERIES: 15183

3

TITLE: Ogden city criminal misdemeanors

DATES: 1977-1996.

ARRANGEMENT: alphanumerical.

DESCRIPTION:

Files in which the defendant is accused or convicted of
amisdeamor of any degree.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records have administrative value(s).

APPROVED: 11/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Circuit Court (Second Circuit)

SERIES: 15182

3

TITLE: Ogden civil case files

DATES: 1990-1996.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Civil files involving only Monetary Judgments, or Evictions and Monetary Judgements where the judgment entered is under \$20,000.

RETENTION:

Retain for 9 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records have administrative value(s).

APPROVED: 04/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Circuit Court (Second Circuit)

SERIES: 15185

3

TITLE: Ogden criminal felonies

DATES: 1990-1996.

ARRANGEMENT: Numerical by case file.

DESCRIPTION:

Files in which the defendant is accused or convicted of a felony of any degree, including capital felonies.

RETENTION AND DISPOSITION AUTHORIZATION:

These records have administrative value(s).

APPROVED: 04/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Circuit Court (Second Circuit)

SERIES: 15184

3

TITLE: Ogden state criminal misdemeanors

DATES: 1977-1996.

ARRANGEMENT: alphanumerical.

DESCRIPTION:

Files in which the defendant is accused or convicted of a misdemeanor of any degree.

RETENTION AND DISPOSITION AUTHORIZATION:

These records have administrative value(s).

APPROVED: 11/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Circuit Court (Second Circuit)

SERIES: 15186

3

TITLE: Small claims case files

DATES: 1990-1996.

ARRANGEMENT: Numerical by case file.

DESCRIPTION:

Files involving disputes in the small claims division.

RETENTION:

Retain for 9 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records have administrative value(s).

APPROVED: 11/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Circuit Court (Second Circuit)

SERIES: 15187

3

TITLE: Traffic case files

DATES: 1977-1996.

ARRANGEMENT: alphanumerical.

DESCRIPTION:

Case files involving traffic violations, including the traffic citations.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records have administrative value(s).

APPROVED: 11/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.