

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:

Retain 9 years

DISPOSITION:

Destroy.

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Circuit Court (Second Circuit)

SERIES: 15183

1

TITLE: Ogden city criminal misdemeanors

DATES:

ARRANGEMENT:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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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.

AGENCY: Circuit Court (Second Circuit)

SERIES: 15182

3

TITLE: Ogden civil case files

DATES: 1990-

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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Circuit Court (Second Circuit)

SERIES: 15185

3

TITLE: Ogden criminal felonies

DATES: 1990-

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:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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 Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then microfilm.

Microfilm master: Retain in State Records Center permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Circuit Court (Second Circuit)

SERIES: 15184

3

TITLE: Ogden state criminal misdemeanors

DATES:

ARRANGEMENT:

DESCRIPTION:

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Circuit Court (Second Circuit)

SERIES: 15186

1

TITLE: Small claims case files

DATES: 1990-

ARRANGEMENT: Numerical by case file.

DESCRIPTION:

Files involving disputes in the small claims division.

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Circuit Court (Second Circuit)

SERIES: 15187

1

TITLE: Traffic case files

DATES:

ARRANGEMENT:

DESCRIPTION:

Case files involving traffic violations, including the traffic citations.

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