

# 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.

**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:**

Administrative

**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 10 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

**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:**

Administrative

**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 9 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

**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:**

Administrative

**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:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

**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:**

Administrative

**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:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

**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:**

Administrative

**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 9 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

**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:**

Administrative

**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 7 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

**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:**

Administrative

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.