

Retention and Classification Report

Agency: Millard County (Utah). County Sheriff (1476)
765 South Hwy 99, Suite 1
Fillmore, UT 84631

Records Officer

83307 *Fee book
83453 *Summons and arrest book

AGENCY: Millard County (Utah). County Sheriff

SERIES: 83307

3

TITLE: Fee book

DATES: i 1909-1934.

ARRANGEMENT: Chronological

DESCRIPTION:

These four volumes record the service of various legal papers by the county sheriff's office. Information recorded includes the names of the plaintiff(s), defendant(s), and their attorney(s); the dates of various actions; the type of paper served; and a listing of the various fees charged and the amount paid for each. The two most recent volumes include case numbers.

The earliest volume covers 1909 to 1922. The time period covered by the three later volumes overlaps. One volume covers 1923-27, another covers 1925-31, and the other covers 1925-34.

Inside the volumes are loose papers including summonses, commitments, affidavits of impecuniosity, miscellaneous notes and figures, letters, and lists of jurors.

RETENTION:

Retain 5 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives permanently.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 Archives.

AGENCY: Millard County (Utah). County Sheriff

SERIES: 83307

TITLE: Fee book

(continued)

APPRAISAL:

Historical

Few of the county sheriff's records have survived. These records document the actions of the sheriff.

PRIMARY CLASSIFICATION:

Public

AGENCY: Millard County (Utah). County Sheriff

SERIES: 83453

3

TITLE: Summons and arrest book

DATES: i 1909-1926.

ARRANGEMENT: Chronological

DESCRIPTION:

This book is a record of papers (summonses, warrants, etc.) served and arrests made by the sheriff's office. The first part of the book (pp. 1-47) lists the type of papers served, including the year, case, date and type of paper served. Ten pages of the book (pp. 150-59) are a record of arrests and bookings, including the date, the prisoner's name, address, and physical description; the violation of the law the prisoner was charged with committing; the sentence; and receipts issued by the treasurer for paid fines.

Also included on page 204 is a lone record of a suicide death occurring in August 1911. This includes an account of the suicide, the names of witnesses to the suicide, a physical description of the victim and his clothing, and discloses the burial site.

RETENTION:

Retain 10 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 10 years and then transfer to State Archives with authority to weed.

AGENCY: Millard County (Utah). County Sheriff

SERIES: 83453

TITLE: Summons and arrest book

(continued)

APPRAISAL:

Historical

This retention is based on the historical value of these records to document the actions of the Millard County Sheriff. This book appears to be the oldest surviving record for the sheriff's office.

PRIMARY CLASSIFICATION:

Public