

Retention and Classification Report

Agency: Circuit Court (Third Circuit) (148)

, UT

Records Officer

84379 *Murray City civil case files
03467 *Murray City civil judgments
10052 *Salt Lake County Exhibits Exhibits
85299 *Salt Lake County civil case files
03476 Salt Lake County civil judgments
83404 *Salt Lake County closed traffic and criminal records
05172 *Salt Lake County criminal case files
02799 Sandy City civil case files
02919 Sandy City criminal case files
10206 *Tooele civil case files
10203 *Tooele criminal case files
85007 *West Valley City civil case files
03471 *West Valley City civil judgments
03472 *West Valley City criminal case files

AGENCY: Circuit Court (Third Circuit)

SERIES: 84379

3

TITLE: Murray City civil case files

DATES: 1982-1996.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These files are verification of judicial procedures and a complete reference to the substantive claims. These files contain complaints, summons, return of summons, affidavits in support of motion for summary judgment, affidavits in support of attorney's fees, settlement stipulations, motions and orders of dismissal, some correspondence and other written testimony.

RETENTION:

Retain 9 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1983.

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.

APPRAISAL:

Administrative Legal

This retention is based on the 1986 General Retention Schedule, page 41, in compliance with the recommendation of the Utah Judicial Council.

AGENCY: Circuit Court (Third Circuit)

SERIES: 84379

TITLE: Murray City civil case files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Circuit Court (Third Circuit)

SERIES: 3467

3

TITLE: Murray City civil judgments

DATES: 19??-1996.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These are judgments issued by civil court judges.

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 or until case is closed and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

The information in this file documents the type of training received by emergency medical personnel. This information may be needed in a malpractice suit should the plaintiff claim that his/her medical complications were due to inadequately trained personnel. Although UCA 78-14-4 sets the limit for such action at 4 years, a case can be brought if discovery of the injury does not take place until after the period has expired. Since most cases involve injuries in childhood, a 25 year retention will cover that possibility.

PRIMARY CLASSIFICATION:

Private

AGENCY: Circuit Court (Third Circuit)

SERIES: 85299

3

TITLE: Salt Lake County civil case files

DATES: 1978-1996.

ARRANGEMENT: Numerical by year case opened and case number

DESCRIPTION:

These are the civil case files where the amount in question is less than \$20,000. The circuit courts have civil jurisdiction over these cases but cannot deal with certain classes of cases (such as divorce, child custody, land titles, and probate.)

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 after case is closed and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

PRIMARY CLASSIFICATION:

Public

AGENCY: Circuit Court (Third Circuit)

SERIES: 3476

3

TITLE: Salt Lake County civil judgments

DATES: undated

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These are judgments issued by a circuit court judge.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

PRIMARY CLASSIFICATION:

Public

AGENCY: Circuit Court (Third Circuit)

SERIES: 83404

3

TITLE: Salt Lake County closed traffic and criminal records

DATES: 1983-1985.

ARRANGEMENT: numerical

DESCRIPTION:

These records are case files containing all documentation relating to traffic and criminal cases brought to the court. The files include the decisions and indicate the case is closed.

RETENTION:

Retain 9 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 01/01/1983.

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 2 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

Administrative Legal

This retention has been approved by the Judicial Council to satisfy administrative and legal purposes.

AGENCY: Circuit Court (Third Circuit)

SERIES: 5172

3

TITLE: Salt Lake County criminal case files

DATES: 1974-1996.

ARRANGEMENT: Numerical by year case opened and case number

DESCRIPTION:

Circuit courts have jurisdiction over all misdemeanors and over felony cases through the preliminary hearing stage.

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.

AGENCY: Circuit Court (Third Circuit)

SERIES: 10052

3

TITLE: Salt Lake County Exhibits Exhibits

DATES: 1985-1996.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These are court exhibits used in civil procedures. The parties to the case have not been notified to reclaim the records.

Traditionally they are filed as part of the civil case file, but the court maintains these separately.

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

APPRAISAL:

Legal

This disposition is based on the 1983 Judicial Council-approved retention requirements for civil files.

PRIMARY CLASSIFICATION:

Public

AGENCY: Circuit Court (Third Circuit)

SERIES: 2799

3

TITLE: Sandy City civil case files

DATES: 1979-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These are case files for civil cases handled in the circuit court.

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 (Third Circuit)

SERIES: 2919

3

TITLE: Sandy City criminal case files

DATES: 1980-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These are case files for criminal cases handled by the circuit court.

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 (Third Circuit)

SERIES: 10206

3

TITLE: Tooele civil case files

DATES: 1980-1996.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These case files document civil cases handled by the circuit court.

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.

APPRAISAL:

Legal

This disposition is based on the Judicial Council approved retention schedule.

PRIMARY CLASSIFICATION:

Public

AGENCY: Circuit Court (Third Circuit)

SERIES: 10203

3

TITLE: Tooele criminal case files

DATES: 1980-1996.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These case files document civil cases handled by the circuit court.

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 until case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

Legal

This disposition is based on the Judicial Council approved retention schedule.

PRIMARY CLASSIFICATION:

Public

AGENCY: Circuit Court (Third Circuit)

SERIES: 85007

3

TITLE: West Valley City civil case files

DATES: 19??-1996.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These case files document civil cases heard in the West Valley Circuit Court.

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 (Third Circuit)

SERIES: 3471

3

TITLE: West Valley City civil judgments

DATES: 19??-1996.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

This are civil judgments in circuit courts.

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 or until case is closed
whichever is later and then transfer to State Records Center.
Retain in State Records Center for 6 years and then destroy.

PRIMARY CLASSIFICATION:

Public

AGENCY: Circuit Court (Third Circuit)

SERIES: 3472

3

TITLE: West Valley City criminal case files

DATES: 1980-1996.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

These case files document criminal cases heard in the West Valley City Circuit Court.

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 1 year or until case is closed whichever is later and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

PRIMARY CLASSIFICATION:

Public