

# 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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1983

**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, and/or legal value(s). This retention is based on the 1986 General Retention Schedule, page 41, in compliance with the recommendation of the Utah Judicial Council.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**AGENCY:** Circuit Court (Third Circuit)

**SERIES:** 3467

3

**TITLE:** Murray City civil judgments

**DATES:** 1903-1996.

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

These are judgments issued by civil court judges.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records have administrative, and/or legal value(s).

**APPROVED:** 04/1999

**FORMAT MANAGEMENT:**

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:**

These records have administrative value(s).

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 DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**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.)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records have administrative value(s).

**APPROVED:** 07/1995

**FORMAT MANAGEMENT:**

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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**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 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 3 years and then transfer to State Records Center. Retain in State Records Center for 6 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 05/2017.

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 01/1983

**FORMAT MANAGEMENT:**

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:**

These records have administrative, and/or legal value(s). This retention has been approved by the Judicial Council to satisfy administrative and legal purposes.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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 05/2017.

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records have administrative value(s).

**APPROVED:** 04/1999

**FORMAT MANAGEMENT:**

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:**

These records have legal value(s).

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.



**AGENCY:** Circuit Court (Third Circuit)

**SERIES:** 2799

3

**TITLE:** Sandy City civil case files

**DATES:** 1979-1996.

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

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

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records have legal 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 05/2017.

**AGENCY:** Circuit Court (Third Circuit)

**SERIES:** 2919

3

**TITLE:** Sandy City criminal case files

**DATES:** 1980-1996.

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

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

**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 05/2017.

**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.

**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 legal value(s).  
This disposition is based on the Judicial Council approved retention schedule.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records have legal value(s).

**APPROVED:** 04/1999

**FORMAT MANAGEMENT:**

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:**

These records have legal value(s).  
This disposition is based on the Judicial Council approved retention schedule.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**AGENCY:** Circuit Court (Third Circuit)

**SERIES:** 85007

3

**TITLE:** West Valley City civil case files

**DATES:** 1977-1996.

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

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

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records have legal value(s).

**APPROVED:** 07/1983

**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 05/2017.

**AGENCY:** Circuit Court (Third Circuit)

**SERIES:** 3471

3

**TITLE:** West Valley City civil judgments

**DATES:** 1980-1996.

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

This are civil judgments in circuit courts.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records have administrative value(s).

**APPROVED:** 07/1983

**FORMAT MANAGEMENT:**

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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records have administrative value(s).

**APPROVED:** 07/1983

**FORMAT MANAGEMENT:**

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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.