

Retention and Classification Report

Agency: Circuit Court (Fourth Circuit) (149)

, UT

Records Officer:

17480 *Heber City civil case files
17479 *Heber City criminal case files

AGENCY: Circuit Court (Fourth Circuit)

SERIES: 17480

3

TITLE: Heber City 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:

APPROVED: 07/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 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 (Fourth Circuit)

SERIES: 17479

3

TITLE: Heber City criminal case files

DATES: 1980-1996.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

These records have administrative value(s).

APPROVED: 11/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 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.