

# 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:**

Retain 9 years

**DISPOSITION:**

Destroy.

**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:**

Administrative

**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:**

Retain 9 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

**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:**

Administrative

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

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