

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.

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 4 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

PRIMARY CLASSIFICATION:

Public

AGENCY: Circuit Court (Fourth Circuit)

SERIES: 17479

1

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.

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.

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