

Retention and Classification Report

Agency: Millard County (Utah). Justice of the Peace : Scipio Precinct
(1667)

, UT

Records Officer:

83347 *Docket books

AGENCY: Millard County (Utah). Justice of the Peace : Scipio Precinct

SERIES: 83347

3

TITLE: Docket books

DATES: i 1912-1942; 1961-1964.

ARRANGEMENT: chronological

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

These two volumes are used to document individual cases heard by the Scipio Justice Court.

The first volume (1912-42) is made up of two distinct sections--one for criminal cases and the other for civil cases. Although a case index section was available, it was not used.

No distinction between criminal and civil cases is made in the second volume (1961-64), although it has a brief section for civil and misdemeanor cases (which is unused). The case index section provides a key to the cases in the docket.

Each volume contains the name of the parties involved, the names of the attorneys, the date, the name of the judge, what action was taken, the type of papers filed, and the decision rendered.

Printed inside the front cover of the first volume (1912-42) is a fee schedule for justices, constables, and pound keepers. There are also instructions to the justices concerning the legal requirement to keep the docket.

RETENTION:

Retain 10 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 10 years and then transfer to State Archives with authority to weed.

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(continued)

APPRAISAL:

Historical

This retention is based on the historical value of the records to document the activities of the local justice of the peace courts.

PRIMARY CLASSIFICATION:

Public