

# Retention and Classification Report

**Agency:** Court of Appeals (1670)

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## **Records Officer**

19090 Law and motion case files

**AGENCY:** Court of Appeals

**SERIES:** 19090

3

**TITLE:** Law and motion case files

**DATES:** 1986-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Law and Motion files include docketing statements, written motions, proposed orders, stipulations, and similar documents. Docketing statements are summary statements of the facts and issues of the appeal. Written motions are requests for the Court to issue a proposed order, grant leave for deviations from normal procedure, or to make any other requests of the Court pertaining to the case at hand. Stipulations are statements of agreement between the parties to a case pertaining to the facts or agreements on settlement.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series are authorized by the Administrative Office of the Courts.

**APPROVED:** 07/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office until administrative need ends.

**APPRAISAL:**

These records have historical value(s).  
Disposition is based on the historic and legal value of these records in providing documentation about individuals, legal procedure, and court history and functions.

**AGENCY:** Court of Appeals

**SERIES:** 19090

**TITLE:** Law and motion case files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Exempt. This series contains certain law and motion case files that have been sealed by the court