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 3 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 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.

AGENCY: Court of Appeals

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(continued)

APPRAISAL:

Historical
Disposition is based on the historic and legal value of these records in providing documentation about individuals, legal procedure, and court history and functions.

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Exempt. This series contains certain law and motion case files that have been sealed by the court