Retention and Classification Report

Agency: Tooele City Court (1954)

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Records Officer

03533	*	Justice docket
28501		Justice docket

AGENCY: Tooele (Utah). City Court

SERIES: 3533 3
TITLE: Justice docket
DATES: 1888-1891.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This single volume contains holographic copies of justice court records. It is used to document individual cases heard by the Tooele Precinct Justice Court. It contains the date, the names of the parties involved, the complaint or reason for the hearing or court appearance, the name of the justice of the peace, the names of the attorneys, the type of papers filed, and the decision rendered in the case.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1990.

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 after being microfilmed and then transfer to State Archives.

APPRAISAL:

Historical

This disposition is based on the record's secondary informational value to researchers. This volume describes both criminal and civil cases heard in Tooele. It will provide additional information on the early days in an early territorial community.

AGENCY: Tooele (Utah). City Court

SERIES: 28501 3
TITLE: Justice docket
DATES: 1888-1891
ARRANGEMENT: Chronological by hearing date.
TOTAL VOLUME:
DESCRIPTION:

This series is contained in a bound volume used to record civil and criminal cases heard by the justice of the peace, as well as marriages performed. The court docket typically records the names of the parties in the case, the complaint or charges, a summary of the case, and the justice's decision and signature. The marriage records list the date and place of the marriage, the names of the individuals marrying, names of the witnesses, and a certification that the marriage took place, signed by the justice of the peace.

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 permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of cases heard by the justice of the peace and marriages performed.

AGENCY: Tooele (Utah). City Court

SERIES: 28501
TITLE: Justice docket

(continued)

PRIMARY CLASSIFICATION:
Public