Retention and Classification Report

Agency: Tooele County (Utah). Justice of the Peace : Tooele Valley Precinct (2257)
47 South Main Street
Tooele, UT 84074
(435)882-5600

Records Officer

10061		Case files
26155	*	Civil and criminal justice dockets
09962		Monthly reports
23523	*	Ophir and Tooele City precincts docket book
09961		Receipt books
10062		Small claims cases

AGENCY: Tooele County (Utah). Justice of the Peace : Tooele Valley Precinct

SERIES: 10061 3
TITLE: Case files
DATES: 1985-
ARRANGEMENT: Numerical by case file
DESCRIPTION:

These are the criminal and civil case files for misdemeanor cases handled by the justice 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: Tooele County (Utah). Justice of the Peace : Tooele Valley Precinct

SERIES: 26155 3
TITLE: Civil and criminal justice dockets
DATES: 1914-1941.
ARRANGEMENT: chronological
TOTAL VOLUME: 2.50 cubic feet.
DESCRIPTION:

Civil and criminal justice docket books from the Tooele County Precinct contain a record of actions in cases involving small claims and minor infractions. Entries include names of plaintiffs, defendants, and attorneys, notes on proceedings, dates of actions, and final judgments.

RETENTION:

Retain until administrative need ends

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:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on the record's secondary research value of documenting the minor criminal and civil actions handled in Tooele Valley during its early settlement. Later dockets are destroyed in accordance with the Utah Courts Retention Schedule.

AGENCY: Tooele County (Utah). Justice of the Peace : Tooele Valley Precinct

SERIES: 26155
TITLE: Civil and criminal justice dockets

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). Justice of the Peace : Tooele Valley Precinct

SERIES: 9962 1
TITLE: Monthly reports
DATES: 1988-
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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AGENCY: Tooele County (Utah). Justice of the Peace : Tooele Valley Precinct

SERIES: 23523 3
TITLE: Ophir and Tooele City precincts docket book
DATES: 1876-1890, 1910-1918, 1929-1939.
ARRANGEMENT: by precinct, thereunder chronological
TOTAL VOLUME:
DESCRIPTION:

These dockets record actions in cases heard before the justices of the peace in Ophir and Tooele City precincts including disturbing the peace, petit larceny, minor civil actions etc. They also include record of marriages performed. The first half of the first volume covers Ophir Precinct 1876-1885, followed by an index to those cases. The second half of the volume covers Tooele City Precinct 1888-1890. Marriages for both precincts are logged at the back of the volume. Later volumes are for Tooele City only and cover 1910-1918 and 1929-1939.

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.

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

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on the record's secondary research value of documenting the minor criminal and civil actions handled in Ophir and Tooele during its early settlement. Later dockets are destroyed in accordance with the Utah Courts Retention Schedule.

AGENCY: Tooele County (Utah). Justice of the Peace : Tooele Valley Precinct

SERIES: 23523
TITLE: Ophir and Tooele City precincts docket book

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). Justice of the Peace : Tooele Valley Precinct

SERIES: 9961 3
TITLE: Receipt books
DATES: 1987-
ARRANGEMENT: Numerical by receipt number
TOTAL VOLUME:
DESCRIPTION:

These are receipts issued for money received into county accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1991.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 5, Item 17.

PRIMARY CLASSIFICATION:

Public

AGENCY: Tooele County (Utah). Justice of the Peace : Tooele Valley Precinct

SERIES: 10062 1
TITLE: Small claims cases
DATES: 1983-
ARRANGEMENT: Numerical by case number
TOTAL VOLUME:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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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.