

# Retention and Classification Report

**Agency:** Clearfield (Utah). Justice of the Peace (2943)

55 S. State Street  
Clearfield, UT 84015

## Records Officer

23672 \*Bail remittance stubs  
25270 \*Budget background records  
25271 \*Budget estimates and justification files  
23843 \*Cash receipting monthly cash out printouts  
25269 Court clerk manual  
25264 Daily Cash Reports  
23848 \*Drive under the influence by adult minor case files  
23847 \*Driving under the influence case files  
25266 \*Interest rate technical reference file  
25265 Interpreter technical reference file  
23845 \*Juror list and questionnaires  
22331 \*Justice docket  
23846 \*Small Claims case records  
23844 \*Small claims judgment registry  
25267 \*Warrant technical reference binder

**AGENCY:** Clearfield (Utah). Justice of the Peace

**SERIES:** 23672

3

**TITLE:** Bail remittance stubs

**DATES:** 2000.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1135.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(b) (2008)

**AGENCY:** Clearfield (Utah). Justice of the Peace

**SERIES:** 25270

3

**TITLE:** Budget background records

**DATES:** 2000.

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These records are used to assist in the preparation of department budget requests presented to the city council.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Justice of the Peace

**SERIES:** 25271

3

**TITLE:** Budget estimates and justification files

**DATES:** 2000.

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are copies of budget estimates and justifications prepared or consolidated in formally organized budget proposals. Included are appropriation sheets, narrative statements, and related schedules and data.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Justice of the Peace

**SERIES:** 23843

3

**TITLE:** Cash receipting monthly cash out printouts

**DATES:** 1994-2000.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

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

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Justice of the Peace

**SERIES:** 25269

3

**TITLE:** Court clerk manual

**DATES:** 1999-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the department or office participated.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1717.

**AUTHORIZED:** 02-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Justice of the Peace

**SERIES:** 25264

3

**TITLE:** Daily Cash Reports

**DATES:** 1994-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

These reports provide a daily record of cash balances, receipts, and disbursements.

**RETENTION:**

Retain 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-106.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Justice of the Peace

**SERIES:** 23848

3

**TITLE:** Drive under the influence by adult minor case files

**DATES:** 1994-2000.

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by defendant last name.

**DESCRIPTION:**

These are case files for violations of driving under the influence (DUI) of alcohol or drugs by an adult minor. Information includes defendant name, signature, address, phone number, date of birth, place of birth, social security number, physical description, ethnic group, gender, driver license number, violation cited for, responding officer's signature, date of violation, place of violation, police case number, court case number, citation number, docket number, drug/alcohol history and counseling information, community service information, court fine imposed and payment made. May also contain bail bond information, order to show cause information, bench warrant information, failure to appear information and summons information. Also includes enhancement information for previous offenders.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-106.

**APPROVED:** 07/1995

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or legal value(s).

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Clearfield (Utah). Justice of the Peace

**SERIES:** 23848

**TITLE:** Drive under the influence by adult minor case files

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302, and UCA 63G-2-202 (2) (2008).

**AGENCY:** Clearfield (Utah). Justice of the Peace

**SERIES:** 23847

3

**TITLE:** Driving under the influence case files

**DATES:** 1994-2000.

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by defendant last name.

**DESCRIPTION:**

These are case files for violations of driving under the influence (DUI) of alcohol and/or drugs. Information includes defendant's name, signature, address, phone number, date of birth, social security number, physical description, ethnic group, gender, driver license number, violation cited for, responding officer's signature, police case number, court case number, citation number, docket number, drug/alcohol history and counseling information, community service information, court fine and payment made. May also contain bail bond information, order to show cause information, bench warrant information, failure to appear information, summons information, letters from defendant to court, letters from court to defendant, and any probation violation information. Also includes enhancement information for defendants with prior DUI convictions.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-106.

**APPROVED:** 07/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Justice of the Peace

**SERIES:** 23847

**TITLE:** Driving under the influence case files

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302; UCA 63G-2-202 (2) (2008).

**AGENCY:** Clearfield (Utah). Justice of the Peace

**SERIES:** 25266

3

**TITLE:** Interest rate technical reference file

**DATES:** 1994-2000.

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

Contains interest rate set by the State of Utah by January 1st of each year.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Clearfield (Utah). Justice of the Peace

**SERIES:** 25265

3

**TITLE:** Interpreter technical reference file

**DATES:** 1994-

**ARRANGEMENT:** Chronological by month

**DESCRIPTION:**

Contains list of qualified and certified court interpreters including name, language, address, and phone number of interpreter.

**RETENTION:**

Retain 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after Administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Justice of the Peace

**SERIES:** 23845

3

**TITLE:** Juror list and questionnaires

**DATES:** 1994.

**ARRANGEMENT:** Chronological by date of jury trial

**TOTAL VOLUME:** 0.50 cubic feet.

**DESCRIPTION:**

These records are maintained in accordance with Utah State Law. The juror list is obtained from the Administrative Office of the Courts and the questionnaires are gathered for jury selection purposes based on the juror list. The juror list contains juror number, names and addresses of potential jurors. The juror questionnaire contains specific questions regarding juror qualifications, including age; phone number; citizenship status; county of residence; ability to read, speak and understand English; military duty status; disabilities; felony conviction status; history and details of jury duty service performed in the previous two years and juror's signature. Also included are penalties listed in the Utah Code for failure to comply with summons.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).

**PRIMARY DESIGNATION:**

Private UCJA Rule 4.202.03 (2008).

**AGENCY:** Clearfield (Utah). Justice of the Peace

**SERIES:** 22331

3

**TITLE:** Justice docket

**DATES:** 1924-2000.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.30 cubic feet.

**DESCRIPTION:**

This docket documents cases heard by the justice of the peace court. This preprinted book contains handwritten descriptions of misdemeanor cases. They include name of the justice court judge, names of plaintiff and defendant, charge, date case heard, summary of case, decision, fines, and justice of peace signature. Each book includes an alphabetical defendant and plaintiff index.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2000

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1924 through 1929. Retain in Office for 9 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
This disposition is based on the record's secondary research value of documenting the minor criminal and civil actions handled in Clearfield during the agricultural depression of the 1920s in Utah. The later dockets are destroyed in accordance with the Utah Courts Retention Schedule.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Justice of the Peace

**SERIES:** 23846

3

**TITLE:** Small Claims case records

**DATES:** 1994-2000.

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by plaintiff last name.

**DESCRIPTION:**

Small claims cases are filed by the public to obtain a judgment against someone who owes them money for services, damage to property, etc. The small claims cases are retained for informational purposes. They included plaintiff's name, address and phone number; defendant's name, address and phone number; small claims case number; reason for small claims filing; returns of service for small claims hearing; notes made by judge during small claims hearing; any motions or affidavits filed by either plaintiff or defendant for small claims hearing.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 8 years or until dismissal or satisfaction of judgment is filed and then destroy provided case has been closed for six months.

**APPRAISAL:**

These records have administrative, and/or legal value(s).

**PRIMARY DESIGNATION:**

Private UCJA Rule 4.202.03 (2008).



**AGENCY:** Clearfield (Utah). Justice of the Peace

**SERIES:** 23844

3

**TITLE:** Small claims judgment registry

**DATES:** 1994-2000.

**ARRANGEMENT:** Alphabetical by plaintiff/defendant last name

**DESCRIPTION:**

The small claims judgment registry is maintained according to Utah Court Rules Annotated. This is a primary reference and is used in cross-referencing small claims files, both open and closed, as well as for locating small claims files by defendant and/or plaintiff name. Each judgment contains address, phone number, name of both plaintiff and defendant; small claims case number; finding of judgment; date of judgment; when and how judgment was delivered to plaintiff and/or defendant.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).

**AGENCY:** Clearfield (Utah). Justice of the Peace

**SERIES:** 23844

**TITLE:** Small claims judgment registry

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (2008).

**AGENCY:** Clearfield (Utah). Justice of the Peace

**SERIES:** 25267

3

**TITLE:** Warrant technical reference binder

**DATES:** 1997-2000.

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

List of warrants recalled or canceled because of appearance, bail posted, Judge's order, or error. Includes the date, defendant's name, case number(s), reason recalled, and if records was in system.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.