

Retention and Classification Report

Agency: Ogden (Utah). City Attorney (2962)
2549 Washington BLVD #840
Ogden, UT 84414

Records Officer

26382 *Administrative Records
04012 Civil case files
05764 *Civil court cases tried register
03282 Criminal case files
03900 *Criminal case transcripts
04443 Criminal dockets
06106 *Docket book index
05679 Informal legal opinions
11957 Ogden city case index
05682 Sewer district case files
05769 Transcripts

AGENCY: Ogden (Utah). City Attorney

SERIES: 26382

1

TITLE: Administrative Records

DATES: 1910-1943.

ARRANGEMENT: unknown

DESCRIPTION:

This series contains ordinances, opinions, and case files handled by the Ogden City Attorney.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

This series was discovered during a 2006 inventory of the permanent collection of the Utah State Archives and is being saved based on its informational value in documenting seemingly important work conducted by the Ogden City attorney in the 1930's and 1940's.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Attorney

SERIES: 4012

3

TITLE: Civil case files

DATES: 1964-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These case files document significant civil court cases in which the municipality is a party or represents the interests of the State of Utah. They include case number, plaintiff, defendant, nature of case, attorney's notes, related correspondence, and final verdict. This information is largely duplicated in court files and could be weeded after the case is closed.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 5.

AUTHORIZED: 12/08/2006

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

Administrative Legal

This disposition is based on 1983 Schedule, p. 61, RDR 78-41.

PRIMARY DESIGNATION:

Protected

AGENCY: Ogden (Utah). City Attorney

SERIES: 5764

3

TITLE: Civil court cases tried register

DATES: 1931-1934.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series is comprised of a register documenting civil court cases brought to the municipal and/or district court level by the Ogden Attorney.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Book(s) serve as a historically useful record for documenting the operation of the court and its ability to fulfill obligations to the public.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Attorney

SERIES: 3282

3

TITLE: Criminal case files

DATES: 1968-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These case files document felony cases filed and prosecuted in district court. They contain the case number, defendant's name, charge, indictment and arraignment dates, plea, bond amount, trial date, verdict, and sentence. The files may also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in case files and could be weeded after the case is closed and all appeals heard.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 7.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Protected

AGENCY: Ogden (Utah). City Attorney

SERIES: 3900

3

TITLE: Criminal case transcripts

DATES: 1922-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These files document the acknowledgment and transmittal of inquiries and requests that have been referred elsewhere for reply. The files include copies of the initial request and letters of acknowledgment and transmittal.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 7.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Ogden (Utah). City Attorney

SERIES: 4443

3

TITLE: Criminal dockets

DATES: 1880-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These logs document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. They include release date, state identification or FBI number. They are created and maintained pursuant to federal regulations under 28 CFR, Part 20, Subpart C (1992) and state regulations under UCA 53-5-214 (1997).

RETENTION:

Retain 1 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 11.

AUTHORIZED: 12/08/2006

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 1 year and then destroy.

Microfilm master: Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Attorney

SERIES: 6106

3

TITLE: Docket book index

DATES: 1878-1896.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. In Archvies custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Ogden (Utah). City Attorney

SERIES: 5679

3

TITLE: Informal legal opinions

DATES: 1900-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are the informal legal opinions written by city attorneys in response to requests received from various municipal departments in the course of municipal business. They are necessary to maintain consistency of opinion in related matters. They show date of opinion, advice or opinion, and name of requesting office or department.

RETENTION:

Retain in State Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 74.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Attorney

SERIES: 11957

3

TITLE: Ogden city case index

DATES: undated

ARRANGEMENT: alphabetical

DESCRIPTION:

Index marked "Cannon and Sons." Alphabetical index of Ogden City vs. various individuals. Gives defendant and (case?) number. No dates. Could also be part of 4th District or Weber County courts.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

AGENCY: Ogden (Utah). City Attorney

SERIES: 5682

3

TITLE: Sewer district case files

DATES: 1910-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are case files for routine lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 3.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

AGENCY: Ogden (Utah). City Attorney

SERIES: 5769

3

TITLE: Transcripts

DATES: 1931-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These case files document significant civil court cases in which the municipality is a party or represents the interests of the State of Utah. They include case number, plaintiff, defendant, nature of case, attorney's notes, related correspondence, and final verdict. This information is largely duplicated in court files and could be weeded after the case is closed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 10.

AUTHORIZED: 05/21/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files (and accompanying transcripts) have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

PRIMARY DESIGNATION:

Protected