

Retention and Classification Report

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

Records Officer

26382	Administrative Records
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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.

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 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 CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

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 State Records Center for 10 years and then destroy.

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 15, Item 5.

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

AGENCY: Ogden (Utah). City Attorney

SERIES: 4012

TITLE: Civil case files

(continued)

PRIMARY CLASSIFICATION:

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.

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 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 CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

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 State Records Center for 10 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 15, Item 7.

PRIMARY CLASSIFICATION:

Protected

AGENCY: Ogden (Utah). City Attorney

SERIES: 3900

3

TITLE: Criminal case transcripts

DATES: 1922-

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 15, Item 7.

PRIMARY CLASSIFICATION:

Public

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 9 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 State Records Center for 9 years and then destroy.

Microfilm master: Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 11.

AGENCY: Ogden (Utah). City Attorney

SERIES: 4443

TITLE: Criminal dockets

(continued)

PRIMARY CLASSIFICATION:

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.

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 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 State Archives permanently with authority to weed.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 15, Item 11.

AGENCY: Ogden (Utah). City Attorney

SERIES: 5679

TITLE: Informal legal opinions

(continued)

PRIMARY CLASSIFICATION:

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.

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.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 State Archives permanently with authority to weed.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 15, Item 3.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 15, Item 5.

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.

AGENCY: Ogden (Utah). City Attorney

SERIES: 5769

TITLE: Transcripts

(continued)

PRIMARY CLASSIFICATION:

Protected