

Retention and Classification Report

Agency: Clearfield (Utah). City Attorney (3079)

55 South Street
Clearfield, UT 84015
(801)525-2700

Records Officer

23206	Claim petition files
23273	Misdemeanor case files
23205	Routine lawsuit case files
23857	Significant lawsuit case files

AGENCY: Clearfield (Utah). City Attorney

SERIES: 23206

3

TITLE: Claim petition files

DATES: 1994-

ARRANGEMENT: Chronological by year, thereunder by month

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files contain petitions claiming damages caused by municipal employees and/or equipment. They are used to determine liability. These files include petitions, correspondence and police reports if applicable.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy provided no litigation is pending.

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 Office for 6 years and then destroy provided no litigation is pending.

Photographs: Retain in Office for 6 years and then destroy provided no litigation is pending.

Computer data files: Retain in Office for 6 years and then delete provided no litigation is pending.

Video recordings master: Retain in Office for 6 years and then destroy provided no litigation is pending.

AGENCY: Clearfield (Utah). City Attorney

SERIES: 23206

TITLE: Claim petition files

(continued)

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 15, Item 1.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63-3-302

AGENCY: Clearfield (Utah). City Attorney

SERIES: 23273

3

TITLE: Misdemeanor case files

DATES: 2000-

ARRANGEMENT: Alphabetical by defendant last name

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These case files document routine misdemeanor criminal cases prosecuted in circuit courts. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the case is closed.

RETENTION:

Retain 1 year.

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 copy: Retain in Office for 1 year after case is closed and then destroy.

AGENCY: Clearfield (Utah). City Attorney

SERIES: 23273

TITLE: Misdemeanor case files

(continued)

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 15, Item 2.

Original records are maintained by the Clearfield Justice Court.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (6)(9)(10)(16)(2008).

AGENCY: Clearfield (Utah). City Attorney

SERIES: 23205

3

TITLE: Routine lawsuit case files

DATES: 1995-

ARRANGEMENT: Alphabetical by name of party

ANNUAL ACCUMULATION: 1.50 cubic feet.

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:

Retain 7 years after case is closed.

DISPOSITION:

Destroy.

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 Office for 7 years after case is closed and then destroy.

Computer data files: Retain in Office for 7 years after case is closed and then delete.

APPRAISAL:

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

AGENCY: Clearfield (Utah). City Attorney

SERIES: 23205

TITLE: Routine lawsuit case files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302

AGENCY: Clearfield (Utah). City Attorney

SERIES: 23857

3

TITLE: Significant lawsuit case files

DATES: ca. 1922-

ARRANGEMENT: Alphabetical by last name of litigant.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are case files for significant 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:

Retain in office 10 years, then transfer permanently to agency records center.

DISPOSITION:

Retain in agency custody.

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 Office for 10 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Fiscal Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 15, Item 10.

AGENCY: Clearfield (Utah). City Attorney

SERIES: 23857

TITLE: Significant lawsuit case files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-202 (2008).