Retention and Classification Report

Agency: Ogden (Utah). Court (727)

2549 Washington Blvd 210
Ogden, UT 84401
(801)629-8100

Records Officer

06072	*	Actions index
05721	*	Correspondence
05680	*	Court complaints
06369		Criminal docket
05332		Judgment books
13299	*	Juvenile court docket
13555	*	Small claims court index books
13556	*	Small claims court registers

AGENCY: Ogden (Utah). Court

SERIES: 6072 3
TITLE: Actions index
DATES: 1919-1960.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

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). Court

SERIES: 5721 3
TITLE: Correspondence
DATES: 1919-1933.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

This series contains correspondence kept by the clerk of the Ogden court.

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

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). Court

SERIES: 5680 3
TITLE: Court complaints
DATES: 1906-1917.
ARRANGEMENT: Alphanumerical.
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 State Archives permanently with authority to weed.

AGENCY: Ogden (Utah). Court

SERIES: 6369 3
TITLE: Criminal docket
DATES: undated
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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AGENCY: Ogden (Utah). Court

SERIES: 5332 3
TITLE: Judgment books
DATES: 1928-
ARRANGEMENT:
DESCRIPTION:

This series contains judgment record books kept by the Ogden Court. The text of judgments rendered in court cases are recorded in these volumes. These records function as a reference source for all final judgments made by the court

STATE RECORDS COMMITTEE STATUS:

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FORMAT MANAGEMENT:

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Paper: 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). Court

SERIES: 13299 1
TITLE: Juvenile court docket

DATES: 1905-1907.
ARRANGEMENT: Numerical, thereunder chronological.
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 State Records Center for 28 years after birth date of subject of record and then destroy.

AGENCY: Ogden (Utah). Court

SERIES: 13555 1
TITLE: Small claims court index books
DATES: 1933-1959.
ARRANGEMENT: Numerical by book number, thereunder alphabetical by first letter of surname
DESCRIPTION:

Each page of the small claims court indexes includes two columns, one listing plaintiffs and the other listing defendants. A case number is listed beside each name.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). Court

SERIES: 13556 1
TITLE: Small claims court registers
DATES: 1933-1959.
ARRANGEMENT: Numerical by case number
DESCRIPTION:

The court registers document the proceedings of the court. information for each case includes case number, names of plaintiff and defendant, list of filed affidavits and date each was filed, description of order issued, and the amount of judgment rendered by the court.

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 until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

PRIMARY CLASSIFICATION:

Public