Retention and Classification Report

Agency: Provo (Utah). City Court (805)

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Records Officer

83989	*Criminal registers of actions
84058	*Judgment docket book
09581	*Judgment roll
83988	*Minutes
05049	*Reference to claims register
83987	*Small claims registers
84080	*Undertaking in garnishment and attachment filings

AGENCY: Provo (Utah). City Court

SERIES: 83989 3
TITLE: Criminal registers of actions

DATES: 1919-1922; 1929-1937.
ARRANGEMENT: Numerical by case number
DESCRIPTION:

These registers record the actions taken concerning criminal cases heard by the city court. The cases heard are largely public intoxication, illegal parking, and disturbing the peace. There are two types of registers. The first contains completed forms (1919-1922) for cases #1-592. They include: dates; names of plaintiff(s), defendant(s), attorneys, and judge; and a listing of dates of papers filed, court actions, decisions, and rulings. The second (1929-1937) contains completed forms for cases #1-2150 and #5249-5760. They include essentially the same information, but instead of a listing of actions they contain a paragraph summary of the proceedings of the case.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives.

APPRAISAL:

Historical
This retention is based on the historical value of these records to document crime in Provo during prohibition and and the Depression.

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). City Court

SERIES: 84058 3
TITLE: Judgment docket book
DATES: i 1933-1955.
ARRANGEMENT: Alphabetical by first letter of surname
TOTAL VOLUME: 1.00 cubic foot.
DESCRIPTION:

This volume contains a summary of judgments rendered by the city court. Recorded information includes: the name of judgment debtor, case number, name of judgment creditor, judgment, time of entry, when abstracted, date appeal was taken, judgment of appellate court, and satisfaction of judgment.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives.

APPRAISAL:

Historical
This retention is based on the historical value of these records to document the actions of the Provo City Court.

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). City Court

SERIES: 9581 3
TITLE: Judgment roll
DATES: 1923-1927.
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

This volume consists of copies of court decisions rendered by the Provo City Court. Decisions may be by default or by the court. Information recorded includes: name of plaintiff(s), name of defendant(s), civil case number, judgment, date judgment rendered, signature of judge, signature of clerk/deputy clerk.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical Legal
Records in this series document the judgments rendered by the court. The records have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). City Court

SERIES: 83988 3
TITLE: Minutes
DATES: 1924-1927.
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

This volume contains a summary of the proceedings of cases heard by the city court. It contains: names of plaintiff(s) and defendant(s), case number, and a summary of court action (judgments and decisions rendered, date, times court convened, recessed, and adjourned).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
This retention is based on the historical value of these records to document the types of cases heard by the city court.

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). City Court

SERIES: 5049 3
TITLE: Reference to claims register
DATES: 1880-1900.
ARRANGEMENT: None
TOTAL VOLUME:
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:
Public

AGENCY: Provo (Utah). City Court

SERIES: 83987 3
TITLE: Small claims registers
DATES: 1934-1937.
ARRANGEMENT: Numerical by case number

TOTAL VOLUME:
DESCRIPTION:

This is a record of actions in the small claims cases in the Provo City Court. The books contain forms completed by the court clerk and cover case numbers 291-1221. They contain: case number, names of plaintiffs and defendants, date, judgment of court, date, and a summary of the proceedings of the case (papers filed, orders issued, continuances).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

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

APPRAISAL:

These volumes are obsolete and should be destroyed. The forms remain largely incomplete and provide no valuable information.

AGENCY: Provo (Utah). City Court

SERIES: 84080 3
TITLE: Undertaking in garnishment and attachment filings

DATES: 1922-1924.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.50 cubic feet.
DESCRIPTION:

This binder contains papers filed in Provo city court concerning the garnishment and attachment of wages. They include: names of plaintiffs and defendants, civil case number, date, amount of garnishment or attachments, and the signature of person making garnishment.

RETENTION:

Retain 2 years after garnishment satisfied.

DISPOSITION:

Destroy.

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 after garnishment satisfied and then destroy.

APPRAISAL:

Administrative Legal
These papers are obsolete and should be destroyed.