Retention and Classification Report

Agency: Supreme Court (868)

450 South State Street
Salt Lake City, UT 84111

Records Officer Merilyn Hammond

01489		Abstracts and briefs (printed)
18079	*	Abstracts and briefs (typed)
01466	*	Administrative records
01467	*	Attorney disbarment case files
01457	*	Bankruptcy docket book
01456	*	Bankruptcy minute books
01465	*	Budget correspondence
01510	*	Calendars
01470		Case files
01455	*	Civil and criminal case index
01512	*	Civil and criminal docket books
01513	*	Civil and criminal petitions
01506		Civil case transcripts
01482		Correspondence
01459	*	Decisions record book
03942	*	Declarations of intention and certificate of citizenship rec
01460	*	Docket books
25972	*	Dockets
01503	*	Expenditure vouchers
26075	*	Gary Gilmore scrapbooks
11506	*	Grand jury book
00957		Law and motion case files
25936	*	Minute book indexes
25964	*	Minute books
01458	*	Minutes
01485		Motion and order files
17150		Oaths of office
01487		Opinions
24123		Publications
24111	*	Receivership vouchers
25939	*	Record of opinions books
01461		Record of opinions index

01473 *Recorded arguments
25937 *Registers of actions
25938 *Registers of actions indexes
01484 *Rehearing petitions
01500 *Remitters
03343 *Tax case decisions
17662 Utah Advance Reports
01481 Utah Reporter
01508 *Utah auto dealers association exhibits
01464 *Vouchers
01494 Writ files

AGENCY: Supreme Court

SERIES: 1489 4
TITLE: Abstracts and briefs (printed)
DATES: 1888-
ARRANGEMENT: Numerical by Supreme Court case number.

DESCRIPTION:

This series contains the original abstracts and briefs filed by attorneys in cases before the Utah Supreme Court which were typeset and printed. Abstracts generally are summaries or excerpts from the records of the lower court which originally heard a case. Briefs are written arguments of attorneys and will generally include citations to the legal authorities (laws, previous court decisions, etc.) on which the attorney's argument is based.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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: For records beginning in 1941 and continuing to the present. Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfiche master: For records beginning in 1975 and continuing to the present. Retain in State Archives permanently.

Microfiche duplicate: For records beginning in 1975 and continuing to the present. Retain in State Archives permanently with authority to weed.

AGENCY: Supreme Court

SERIES: 1489
TITLE: Abstracts and briefs (printed)

(continued)

Paper: For records beginning in 1888 through 1941. Retain in State Archives permanently after microfilming.

Microfilm master: For records beginning in 1888 through 1975. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1888 through 1975. Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This records summarize the arguments and records of the lower court that originally heard a case which has been subsequently appealed to the Supreme Court.

RETENTION JUSTIFICATION:

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 18079 4
TITLE: Abstracts and briefs (typed)
DATES: 1885-1948.
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

This series contains the original abstracts and briefs filed by attorneys arguing cases before the Utah Supreme Court. Abstracts generally are summaries or excerpts from the records of the lower court which originally heard a case. Briefs are written arguments of the attorneys and generally will include citations to the legal authorities (laws, previous court decisions, etc.) on which the attorney is basing his argument.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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: For records prior to and including 1948. Retain in State Records Center until microfilmed and then transfer to State Archives 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.

Paper: For records beginning in 1948 and continuing to the present. Retain in Office permanently.

AGENCY: Supreme Court

SERIES: 18079
TITLE: Abstracts and briefs (typed)

(continued)

APPRAISAL:

Historical
This disposition is based on the permanent research value of the records. The records provide unique documentation of the decision making process and the final decisions of the Supreme Court.

RETENTION JUSTIFICATION:

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 1466 3
TITLE: Administrative records
DATES: 1896-1953.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

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

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.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 1467 3
TITLE: Attorney disbarment case files
DATES: 1891-1934.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

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

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.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 1457 4
TITLE: Bankruptcy docket book
DATES: i 1867-1869.
ARRANGEMENT: Numerical by case number, thereunder chronological by date of initial action.

DESCRIPTION:

This book contains dockets for bankruptcy cases around the territory. Hearings were conducted under federal laws enacted in 1867. Either an individual (including a business) or his creditors could apply for bankruptcy. Hearings were conducted, in part, directly by the court and, in part, by a court appointed Register in Bankruptcy.
Each case is listed separately with the dates various actions were taken. The information includes the bankrupt's name, names of the attorneys, and whether the bankruptcy is voluntary or involuntary. The actions are briefly noted. Actions include the filing of a petition, court orders regarding procedures, clerk's order to file copies with the Register, Register's filing of adjudication, Register's issuing of warrants, memo of debts filed by the Register, abstracts of proceeding filed by the Register, etc.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 until microfilmed and then destroy provided microfilm has passed inspection.

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

AGENCY: Supreme Court

SERIES: 1457
TITLE: Bankruptcy docket book

(continued)

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

APPRAISAL:

Historical

This series documents court proceedings and provides diverse data on early economics. It also makes a useful index to the minute books.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 1456 4
TITLE: Bankruptcy minute books
DATES: i 1867-1869; 1872-1874.
ARRANGEMENT:
DESCRIPTION:

These books contain the minutes, 1867-1869 and 1872-1874, for bankruptcy cases around the territory. Hearings were conducted under federal laws enacted in 1867 and amended in 1874. Either an individual (including a business) or his creditors could apply for bankruptcy.
Each day's activities are summarized. A typical case will span multiple dates, and several cases may be heard on the same day. The bankrupt's name and the date is included for each entry. Names of those officials present are given and usually include the judges, clerks, U.S. Marshal, and the Register in Bankruptcy. The two initial volumes have quite brief notes. There are orders issued to file schedules and appear before the Register. There are notations that the Register has made an adjudication of bankruptcy , filed warrants for a meeting of creditors, etc. Notation might also be made of the Marshal having served the warrants. Orders of sale are also common, and the final discharge is noted. The location of any minutes from 1869-1872 is unknown. The 1872-1874 volume is more detailed, since the judges handled the cases directly rather than using a Register. A copy of the petition is recorded. Minutes of hearings regarding lien holders, orders to sell and regarding the distribution of proceeds, orders to publish notice, etc. are all included. In 1874, jurisdiction shifted from the supreme court as a whole to a supreme court judge presiding over a territorial district. Any bankruptcy case started before June 22, 1874 and not completed was turned over to the district court in which the bankrupt resided.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

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

AGENCY: Supreme Court

SERIES: 1456
TITLE: Bankruptcy minute books

(continued)

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 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 State Archives permanently with authority to weed.

APPRAISAL:

Historical

These minute books document the territorial supreme court's proceedings and provide diverse data on early economics.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Supreme Court

SERIES: 1465 3
TITLE: Budget correspondence

DATES: 1932-1953.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

RETENTION:

Retain 7 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 20.

AUTHORIZED: 03/15/2010

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 7 years and then destroy.

APPRAISAL:

Administrative

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 1465
TITLE: Budget correspondence

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 1510 3
TITLE: Calendars
DATES: 1933-1977.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain Permanent. In Archives cutody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

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

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.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 1470 3
TITLE: Case files
DATES: 1870-
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Assorted case files, and pieces of case files, heard in the Supreme Court. Beginning in 1907, the Court was required to remit appeals back to the lower court from which they came (L. 1907, ch. 161). Documents from the lower courts should, thus, be sought in the records of the lower courts, rather than in the records of the Supreme Court, even though the Supreme Court would have reviewed the lower court's records.

RETENTION:

Retain 2 years past admin need

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 administrative need ends and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives 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.

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

AGENCY: Supreme Court

SERIES: 1470
TITLE: Case files

(continued)

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

APPRAISAL:

Administrative Historical Legal
The case files are fundamental to the documentation of the functions and decisions of the Supreme Court.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 1455 3
TITLE: Civil and criminal case index
DATES: 1935-1956.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Series contains indexes with name of plaintiff, defendant and case number.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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:

Administrative Historical
The case files index provides access to the case files which are fundamental to the documentation of the functions and decisions of the Supreme Court.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 1455
TITLE: Civil and criminal case index

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 1512 3
TITLE: Civil and criminal docket books
DATES: 1913-1932.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

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

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.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 1513 3
TITLE: Civil and criminal petitions
DATES: 1973-1977.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

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

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.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 1506 3
TITLE: Civil case transcripts
DATES: 1887-
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Complete printed transcripts of certain civil court cases heard in the Supreme Court, and transcripts heard in a lower court but passed to the Supreme Court on appeal.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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
There are very few extant copies of case transcripts. Included are transcripts in high profile trials dealing with the LDS Church and polygamy.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 1506
TITLE: Civil case transcripts

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 1482 3
TITLE: Correspondence
DATES: 1931-
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Correspondence documents the administration or management of the Supreme Court, organization, its policies, procedures and achievements.

RETENTION:

Retain 2 years past admin needs

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 administrative need ends and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
These records document communication between the justices and various parties related to appeals, issues, and daily duties.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 1482
TITLE: Correspondence

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 1459 3
TITLE: Decisions record book

DATES: 1861-1883.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

This record book records opinions in civil and criminal cases. The volume gives the names of the parties, the names of the justice(s), term date, and a discussion of the history of the case and the opinion or decision of the court in the matter.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 after microfilming.

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.

AGENCY: Supreme Court

SERIES: 1459
TITLE: Decisions record book

(continued)

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 3942 4
TITLE: Declarations of intention and certificate of citizenship record books
DATES: i 1851-1895.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

To become a citizen of the United States, an individual normally filed a "declaration of intention to become a citizen" at least two years prior to applying for citizenship. The next step was the naturalization hearing, where if the judge found the applicant eligible to become a citizen, a loyalty oath was administered and a certificate of citizenship was issued. These books contain copies, or rarely originals, of the signed statements of individuals' intentions to become citizens (1851-1895) . The first volume also contains a record of certificates of citizenship to newly naturalized citizens (1851-1869) .

The records were kept by the court clerk in volumes of preprinted forms. The declarations of intention have blanks for the insertion of the individual's name, his former sovereign, date, and signatures of the individual and/or the court clerk witnessing the statement.

The certificates of citizenship which constitute the second half of volume A document aliens' applications for citizenship. Each form gives the date, applicant's name, ruler's name, names of those testifying in his behalf, and a standardized summary of the procedures. The court clerk served as witness to the proceedings and the applicant's loyalty oath. In the first volume, interspersed among the declarations and certificates recorded by the Supreme Court, are those recorded by the First District Court (1852-1856) and the Third District Court (1859-1860). After statehood in 1896, district courts began keeping records separately in each county.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 and then microfilm.

AGENCY: Supreme Court

SERIES: 3942
TITLE: Declarations of intention and certificate of citizenship record books

(continued)

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

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

APPRAISAL:

Historical

This disposition is based on the record's secondary informational value to researchers. These naturalization records are important sources for both the family historian and historical scholar studying immigration and ethnic settlement in Utah.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 1460 3
TITLE: Docket books

DATES: 1924-1974.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Shows case number; title; kind (ie., civil, criminal, juvenile, habeus corpus, etc.); filing date; appellants brief filing date; submitted date; opinion file date; justice name; disposition; rehearing petition filing date; disposition and remarks.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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:

Administrative Historical

The docket books provide access to the case files which are fundamental to the documentation of the functions and decisions of the Supreme Court.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 1460
TITLE: Docket books

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 25972 3
TITLE: Dockets
DATES: 1851-1857.
ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains the first known docket book created by the clerk of the Utah Supreme Court. The docket book begins with an entry dated September 22, 1851 and ends on March 22, 1857. The first page of the book discusses the basic organization of the Territorial Supreme Court and provides the names of the first justices appointed to serve. The first 75 pages of the docket formalize the organization and implementation of Supreme Court proceedings in the territory. Business recorded on these pages includes appointments, rules of the court, and meeting minutes. Throughout the book there are multiple pages dedicated to the appointment of both territorial justices as well as the appointment of attorneys in the territory. Near the end of the book there is a brief register of action for cases heard by the Supreme Court between 1853 and 1856.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Supreme Court

SERIES: 25972
TITLE: Dockets

(continued)

APPRAISAL:

Historical
This record should be saved based on its status as the oldest known record created by the Territorial Utah Supreme Court.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 1503 3
TITLE: Expenditure vouchers
DATES: 1935-1941.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 20.

AUTHORIZED: 04/07/2003

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 7 years and then destroy.

APPRAISAL:

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 1503
TITLE: Expenditure vouchers

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 26075 3
TITLE: Gary Gilmore scrapbooks
DATES: 1976-1977.
ARRANGEMENT: Chronological by date of publication.
DESCRIPTION:

This series comprises four separate scrapbooks that were compiled by an unidentified member of the Supreme Court administrative staff at the time Gary Gilmore's 1977 execution. These scrapbooks tell the Gilmore story beginning in November 1976 and cover the execution itself as well as public reaction to it through March 1977. Most of the pages in these books contain assorted newspaper clippings from the "Salt Lake Tribune" and "Deseret News," though Book 4 also contains published magazine articles that appeared in "Newsweek," "Time," and "Playboy," as well as a handful of correspondence received by the court from people voicing their support or disapproval on the capital punishment issue.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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
The record books have been kept because of their intrinsic value, determined based on their status as a portion of the relatively few surviving historic records from the Utah Supreme Court.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 26075
TITLE: Gary Gilmore scrapbooks

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 11506 3
TITLE: Grand jury book
DATES: 1888-1889.
ARRANGEMENT: Chronological by date.

DESCRIPTION:

This single volume was used by the grand jury to record the findings of the grand jury in cases examined during the November term (November 19, 1888, through January 25, 1889).

RETENTION:

Retain Permanent. Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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
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.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 11506
TITLE: Grand jury book

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 957 3
TITLE: Law and motion case files
DATES: 1977-
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Law and Motion files includes docketing statements, written motions, proposed orders, stipulations, and similar documents. Docketing statements are summary statements of the facts and issues of the appeal. Written motions are requests for the Court to issue a proposed order, grant leave for deviations from normal procedure, or to make any other requests of the Court pertaining to the case at hand. Stipulations are statements of agreement between the parties to a case pertaining to the facts or agreements on settlement.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 administrative use ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal

The law and motion case files are fundamental to the documentation of the functions and decisions of the Supreme Court.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 957
TITLE: Law and motion case files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 25936 3
TITLE: Minute book indexes
DATES: 1889-1984.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These index books serve as a finding aid for the Minute Books of the Utah Supreme Court (series 25964). Typically index book numbers correspond to the appropriate book they're indexing, except for the case of book 5/6 and book 8/9 which act to index two separate Minute Book volumes per index book.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical
This series was deemed to of high historical value and worthy of preservation because of the valuable record it helps fill in the history of the Supreme Court.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 25936
TITLE: Minute book indexes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 25964 3
TITLE: Minute books

DATES: 1859-1987.
ARRANGEMENT: Chronological by date.

DESCRIPTION:

These minute books contain the documentation of daily proceedings of the Utah Supreme Court but are not transcripts of court cases. The abstracts recorded in these books document the variety of court matters the Utah Supreme Court has been engaged in over time. The main duty of the court was to hear and make decisions on lower court proceedings as they were appealed to the higher court. Most of the entries in these volumes reflect that emphasis as the majority document decisions rendered on various civil, criminal, or probate cases from across the state. Its not uncommon to also find entries related to the naturalization process in some of the earlier volumes. Information in these record books was recorded by the clerk of the court and typically consists of the names of appellants and respondents, the names of attorneys and representatives making oral argument before the court, the names and signatures of justices rendering opinions on cases, and in later volumes a case file number assigned on an individual case basis. These records are a useful resource in tracing not only changes in the structure and jurisdiction of the Utah Supreme Court, but in a broader sense larger changes in society based on the types of court cases appearing before the Utah Supreme Court.

RETENTION:

Retain permanent

DISPOSITION:
Retain in agency custody.

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

AGENCY: Supreme Court

SERIES: 25964
TITLE: Minute books

(continued)

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.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

This series was deemed to of high historical value and worthy of preservation because of the valuable record it helps fill in the history of the Supreme Court.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 1458 3
TITLE: Minutes
DATES: 1861; 1943-1945.
ARRANGEMENT: Chronological.
DESCRIPTION:

Brief summary of court activities on a given day.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/07/2009

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:

Administrative Historical Legal
These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 1458
TITLE: Minutes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 1485 3
TITLE: Motion and order files
DATES: 1905-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain 2 years.

DISPOSITION:
Transfer to the State Archives with authority to weed.

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

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 administrative need ends and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 17150 3
TITLE: Oaths of office
DATES: 1889-1969; 1975
ARRANGEMENT: Chronological.

DESCRIPTION:

These constitutional oaths of office are for attorneys practicing before the state supreme court (1890-1919), state supreme court justices (1896-1899), and members of the United States Commission (1889-1894). Also included are applications for admission to practice law, examining committee reports on applicants, petitions to appoint commissioners, and official bonds.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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
These records document those authorized to practice law or sit as Justices on the Utah Supreme Court. This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 17150
TITLE: Oaths of office

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 1487 4
TITLE: Opinions
DATES: 1886-
ARRANGEMENT: Numerical by case number except for 92 unnumbered cases, which are chronological by filing date, at the beginning of

DESCRIPTION:

This series contains the typed, signed copies of opinions of the justices of the Utah Supreme Court. Opinions show the date of filing, name and signature of authoring justice, case title, case number, and the text of the opinion. Opinions are the written decisions of the Court. They typically summarize the facts in the case, the lower court findings, and the issues of law which are in dispute. The opinion will then explain the applicable law, leading to the Court's decision. Opinions typically end with an order which affirms, reverses, or amends the lower court ruling. A reversed or vacated judgment may then be remanded to the lower court for additional proceedings in line with the Supreme Court's ruling.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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: Supreme Court

SERIES: 1487
TITLE: Opinions

(continued)

APPRAISAL:

Historical Legal
This disposition is based on the importance of the series in documenting the decisions of the highest state court.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 24123 3
TITLE: Publications

DATES: 1959-
ARRANGEMENT: Chronological
DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include administrative reports and reviews of court procedures.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 02/25/2002

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.

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

APPRAISAL:

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Supreme Court

SERIES: 24111 3
TITLE: Receivership vouchers

DATES: 1890-1894.
ARRANGEMENT: Numerical by voucher number.
DESCRIPTION:

Under the 1887 Edmunds-Tucker Act sec. 17, the Church of Jesus Christ of Latter-day Saints was dissolved as a corporation and the Territorial Supreme Court appointed a receiver to wind up the affairs of the corporation. These vouchers document payments made by the Receiver.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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
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.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Supreme Court

SERIES: 25939 3
TITLE: Record of opinions books
DATES: 1877-1894.
ARRANGEMENT: Sequential by book number.
DESCRIPTION:

These record books contain handwritten abstracts of the opinions rendered by Utah s Territorial Supreme Court for the period between 1877 and 1894. Cases heard by the Territorial Supreme Court were appealed from lower Territorial District Courts throughout the state. Every case heard before the Supreme Court contains a respondent and appellant, while every opinion in the entry book ends with a notice of filing by the court clerk. Cases are both civil and criminal. There are a number of high profile cases throughout including US versus the LDS Church, the People versus Lorenzo Snow, and the People versus John D. Lee.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

Microfilm master: For records beginning in 1877 through 1894. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1877 through 1894. Retain in State Archives permanently with authority to weed.

Paper: Retain in Office permanently.

APPRAISAL:

Historical
This series was deemed to of high historical value and worthy of preservation because of the valuable record it helps fill in the history of the Supreme Court.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 25939
TITLE: Record of opinions books

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 1461 3
TITLE: Record of opinions index
DATES: undated
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

This index contains names involved in cases and page or case numbers.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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:

Administrative Historical
The record of opinions index provides access to opinions which are fundamental to the documentation of the functions and decisions of the Supreme Court.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 1461
TITLE: Record of opinions index

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 1473 3
TITLE: Recorded arguments
DATES: 1952-1958; 1962-1977.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

This series contains the recorded arguments for specific cases heard by the Supreme Court.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 Legal
This series documents the proceedings of court cases, provides a glimpse into the workings of the court, and protects citizens rights.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 1473
TITLE: Recorded arguments

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 25937 3
TITLE: Registers of actions
DATES: 1861-1985.
ARRANGEMENT: Chronological by date.

DESCRIPTION:

This record series contains the registers of action created as cases were heard by the Supreme Court. A register of action entry may contain the following pieces of information for each case: name of the attorney for the plaintiff and defendant, petitions, complaints, summons, answers to summons, orders from the court, exhibits, judgment, findings and conclusions, costs, decrees, verdict, motions for cross complaints or new trials, amendments to previous answers, disclaimers, bonds, and inventories.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Supreme Court

SERIES: 25937
TITLE: Registers of actions

(continued)

APPRAISAL:

Historical
This series was deemed to of high historical value and worthy of preservation because of the valuable record it helps fill in the history of the Supreme Court.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 25938 3
TITLE: Registers of actions indexes
DATES: 1895-1940.
ARRANGEMENT: Numerical by book number.
DESCRIPTION:

These index books serve as a finding aid for the Registers of Action of the Utah Supreme Court. Index books present in this series correspond to the appropriate register of action book except in the case of book 13 which re-indexes entries found in books 3, 4, and 5.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

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

AGENCY: Supreme Court

SERIES: 25938
TITLE: Registers of actions indexes

(continued)

APPRAISAL:

Historical
This series was deemed to of high historical value and worthy of preservation because of the valuable record it helps fill in the history of the Supreme Court.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 1484 3
TITLE: Rehearing petitions
DATES: 1907-1920.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

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

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

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 1500 3
TITLE: Remitters
DATES: 1941-1946; 1956-1980.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Transmittal letters sending a case back with instructions to a lower court.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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

These records document cases that are sent back to lower court that heard the first appeal.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 1500
TITLE: Remitters

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 3343 3
TITLE: Tax case decisions
DATES: 1936-1976.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 17662 3
TITLE: Utah Advance Reports
DATES: 1988-
ARRANGEMENT: Numerical by issue number.
DESCRIPTION:

These reports contain opinions from the Utah Supreme Court and the Utah Court of Appeals. The reports also contain table of cases reported with comprehensive summaries, full text of opinions, petitions, writs, rule changes and a cumulative case name index. These are interim publications, published prior to the publication of the official "Utah Reports."

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 until superceded by Utah Reports and then destroy.

APPRAISAL:

Historical

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Supreme Court

SERIES: 1508 3
TITLE: Utah auto dealers association exhibits
DATES: 1941-1946.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

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

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.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 1481 4
TITLE: Utah Reporter
DATES: 1851-
ARRANGEMENT: Chronological by date of decision.
DESCRIPTION:

This series comprises the published editions of the decisions and opinions of the Utah Supreme Court. The decisions are maintained to document previous decisions and opinions of the Court and to allow for consistency and stability in the judiciary since past decisions of any appellate court may be used as precedent in another case. The decisions of the Court show the names of the parties, case number, date of decision, text of decision, and cross-references to other legal sources as appropriate. Some volumes (as labelled on the series inventory) contain the rules of practice or other rules of the Supreme Court.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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: For records beginning in 1851 through 1974. Retain in State Records Center until microfilmed and then transfer to State Archives with authority to weed.

Microfiche master: For records beginning in 1851 through 1974. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1851 through 1974. Retain in State Archives permanently with authority to weed.

Microfilm master: For records beginning in 1851 through 1974.

AGENCY: Supreme Court

SERIES: 1481
TITLE: Utah Reporter

(continued)

Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1975 and continuing to the present. Retain in Office permanently.

APPRAISAL:

Historical

This disposition is based on the unique value of these records in documenting the history and development of the Utah legal system. The decisions also have enduring contemporary relevance given the use of precedent in our legal system.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 1464 3
TITLE: Vouchers
DATES: 1921-1941.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule. Vouchers document payments made for routine court purchases.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 20.

AUTHORIZED: 04/02/2003

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 7 years and then destroy.

APPRAISAL:

Historical

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

AGENCY: Supreme Court

SERIES: 1464
TITLE: Vouchers

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Supreme Court

SERIES: 1494 3
TITLE: Writ files
DATES: 1900-
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Case number 14080 Litter Amendments in Supreme Court. Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain 2 years past admin need

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/24/2011

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 administrative need ends and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

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

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

AGENCY: Supreme Court

SERIES: 1494
TITLE: Writ files

(continued)

APPRAISAL:

Historical
These files pertain to cases brought before the Supreme Court.

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

PRIMARY CLASSIFICATION:
Public