

Civil process records (GRS-323)

Utah General Retention Schedule

Description

These records document civil papers processed and served by the Sheriff's Office. They generally include names of plaintiff(s) and defendant(s), fees paid, addresses, and type of civil paper served (subpoena, warrant, etc). The entries are filed numerically by case number and indexed by name. Sometimes a card system is used to record the service of civil papers and is called a Civil docket card. Two copies are created with one filed by defendant's name and the other by docket number. These records are traditionally know as the civil day book.

Retention and Disposition

Retain for 5 years, and then destroy records.

Categories

County
Sheriff

Effective

12/1991

Previous Schedule Number

CO-16-7