

Retention and Classification Report

Agency: Judicial Council. Board of Circuit Court Judges. Circuit Court (Second Circuit)
(147)
2nd Circuit Court
2549 Washington Blvd
Ogden, UT 84401
435-629-8030

Records Officer: _____

17781	*Layton City civil case files
15183	*Ogden city criminal misdemeanors
15182	*Ogden civil case files
15185	*Ogden criminal felonies
15184	*Ogden state criminal misdemeanors
29725	*Rich County Registers of Actions
15186	*Small claims case files
15187	*Traffic case files

AGENCY: Judicial Council. Board of Circuit Court Judges. Circuit Court (Second Circuit)

SERIES: 17781

3

TITLE: Layton City civil case files

DATES: 1980-1996.

ARRANGEMENT: Numerical by case files.

DESCRIPTION:

These are satisfied and dismissed civil case files for the Layton Office.

RETENTION AND DISPOSITION AUTHORIZATION:

APPROVED: 07/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Judicial Council. Board of Circuit Court Judges. Circuit Court (Second Circuit)

SERIES: 15183

3

TITLE: Ogden city criminal misdemeanors

DATES: 1977-1996.

ARRANGEMENT: alphanumerical.

DESCRIPTION:

Files in which the defendant is accused or convicted of
amisdeamor of any degree.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records have administrative value(s).

APPROVED: 11/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State
Records Center. Retain in State Records Center for 5 years and
then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Judicial Council. Board of Circuit Court Judges. Circuit Court (Second Circuit)

SERIES: 15182

3

TITLE: Ogden civil case files

DATES: 1990-1996.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Civil files involving only Monetary Judgments, or Evictions and Monetary Judgements where the judgment entered is under \$20,000.

RETENTION:

Retain for 9 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records have administrative value(s).

APPROVED: 04/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Judicial Council. Board of Circuit Court Judges. Circuit Court (Second Circuit)

SERIES: 15185

3

TITLE: Ogden criminal felonies

DATES: 1990-1996.

ARRANGEMENT: Numerical by case file.

DESCRIPTION:

Files in which the defendant is accused or convicted of a felony of any degree, including capital felonies.

RETENTION AND DISPOSITION AUTHORIZATION:

These records have administrative value(s).

APPROVED: 04/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Judicial Council. Board of Circuit Court Judges. Circuit Court (Second Circuit)

SERIES: 15184

3

TITLE: Ogden state criminal misdemeanors

DATES: 1977-1996.

ARRANGEMENT: alphanumerical.

DESCRIPTION:

Files in which the defendant is accused or convicted of a misdemeanor of any degree.

RETENTION AND DISPOSITION AUTHORIZATION:

These records have administrative value(s).

APPROVED: 11/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Judicial Council. Board of Circuit Court Judges. Circuit Court (Second Circuit)

SERIES: 29725

3

TITLE: Rich County Registers of Actions

DATES: 1978-2000.

ARRANGEMENT: By case type, thereunder chronological by filing date.

DESCRIPTION:

This series contains registers listing each case heard by the court and the actions taken in each case.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Although records of this type are not typically preserved permanently, this series has permanent historical value as some of the last surviving representative documentation of work handled by the circuit courts throughout the state. The circuit courts operated in the state from 1978 - 1996, but because they generally handled minor civil cases, small claims, and misdemeanor criminal cases, the vast majority of the records of the circuit courts have not been appraised as having permanent value. Because these records from Rich County have survived, they stand in as evidence of the work of the circuit courts throughout the state.

PRIMARY DESIGNATION:

Public

AGENCY: Judicial Council. Board of Circuit Court Judges. Circuit Court (Second Circuit)

SERIES: 15186

3

TITLE: Small claims case files

DATES: 1990-1996.

ARRANGEMENT: Numerical by case file.

DESCRIPTION:
Files involving disputes in the small claims division.

RETENTION:

Retain for 9 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records have historical value(s).

APPROVED: 11/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

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AGENCY: Judicial Council. Board of Circuit Court Judges. Circuit Court (Second Circuit)

SERIES: 15187

3

TITLE: Traffic case files

DATES: 1977-1996.

ARRANGEMENT: alphanumerical.

DESCRIPTION:

Case files involving traffic violations, including the traffic citations.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records have administrative value(s).

APPROVED: 11/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.