

Retention and Classification Report

Agency: District Court (Second District) (274)

800 West state street
Farmington, UT 84025
(801)451-4900

Records Officer: _____

| | |
|-------|---|
| 27474 | *Bar dockets |
| 26729 | *Certificate of naturalization record books |
| 85175 | *Certificates of citizenship record books |
| 24293 | *Civil case files |
| 24552 | *Civil case index |
| 24550 | *Civil registers of actions |
| 24291 | *Criminal case files |
| 24553 | *Criminal case index |
| 27472 | *Criminal docket |
| 24346 | *Criminal registers of actions |
| 85174 | *Declarations of intention record book |
| 27473 | *Execution book |
| 24071 | *Final case records |
| 24247 | *General indexes |
| 26728 | *Grand jury minute book |
| 26727 | *Judgment docket |
| 24554 | *Judgment index |
| 24129 | *Judgment record |
| 05319 | *Minute books |

AGENCY: District Court (Second District)

SERIES: 27474

3

TITLE: Bar dockets

DATES: 1888-1893.

ARRANGEMENT: Numerical by file number.

DESCRIPTION:

These court dockets primarily include criminal matters, but also a few civil matters. Information is listed by court term and includes file number, and names of litigants and attorneys. Most cases involve the United States of America vs. a litigant and most attorneys are listed as the U.S. attorney, usually unnamed. Cases are divided into categories: Civil causes, Territorial criminal causes, and U.S. criminal causes. In addition to the docket, the final book also contains notes about court that have been written in pencil and then crossed out.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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:

These records have historical value(s).

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: District Court (Second District)

SERIES: 27474

TITLE: Bar dockets

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: District Court (Second District)

SERIES: 26729

3

TITLE: Certificate of naturalization record books

DATES: 1878-1896.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

To become a citizen of the United States during this period, an individual normally filed a "declaration of intention to become a citizen" at least two years prior to applying for citizenship. A naturalization hearing then took place at which time the candidate and witnesses either made oral statements or filed written petitions and affidavits attesting to the applicant's character, worthiness to become a citizen, and the validity of statements made to the court. If the judge found the applicant eligible to become a citizen, an oath was administered and the individual renounced their allegiance to all foreign sovereignties. At this point a certificate of citizenship was issued documenting the fact. These volumes contain standardized certificates of citizenship.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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:

These records have historical value(s).

Disposition based on documentation about individuals, legal procedure, court history and functions. Book(s) serve as a vital record essential for the operation of the court and its ability to fulfill obligations to the public.

AGENCY: District Court (Second District)

SERIES: 26729

TITLE: Certificate of naturalization record books

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: District Court (Second District)

SERIES: 85175

4

TITLE: Certificates of citizenship record books

DATES: i 1878-1895.

ARRANGEMENT: Chronological.

DESCRIPTION:

These two volumes record copies on an individual's final admission to U.S. citizenship. Both volumes have similarly worded forms. The first volume records individuals who entered the United States as adults; the second records those who entered as minors.

The applicant's name and nationality are noted, as is compliance with the procedures: evidence of having declared his intention to become a citizen at least two years earlier, two citizen witnesses to his character and residency, and the taking of an oath of allegiance and renouncing his former sovereign. After statehood in 1896, the district courts began keeping records separately in each county.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

Paper: Retain in Office permanently and then microfilm.

APPRAISAL:

These records have historical value(s).

Disposition based on the intrinsic value of historic records created by Utah's courts during the Territorial period.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: District Court (Second District)

SERIES: 24293

3

TITLE: Civil case files

DATES: 1854-1896.

ARRANGEMENT: Numerical by case number.

TOTAL VOLUME: 2.30 cubic feet.

DESCRIPTION:

These are civil cases handled by the territorial Second District Court. Civil cases include suits to recover money, petitions for divorce, and writs of habeas corpus. A case is made up of an original complaint together with all legal papers subsequently filed in connection with the civil proceeding through disposition or dismissal of the case.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 100 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: District Court (Second District)

SERIES: 24552

3

TITLE: Civil case index

DATES: 1892-1896.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

This index provides case number and register of actions page for civil cases heard in the territorial Second District Court.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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 Regional Repository permanently.

APPRAISAL:

These records have historical value(s).

The index has administrative and historic value and facilitates clerical management of and access to the probate case files. The permanent disposition of the case files is based on their historical, administrative, and legal value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: District Court (Second District)

SERIES: 24550

3

TITLE: Civil registers of actions

DATES: 1880-1897.

ARRANGEMENT: Numerical by case number, thereunder chronological by date.

DESCRIPTION:

Civil cases document the legal process and the administration of justice in conjunction with civil proceedings for the determination of a controversy between parties wherein rights are enforced or protected, or wrongs are prevented or redressed. Records and documents pertaining to a particular civil action are filed together by the court clerk and collectively these documents constitute the case file. As these records or actions are filed, the clerk enters them in these registers along with the filing date. The last volume in this series continued to be used briefly into statehood by Beaver County after it was transferred to the Fifth District Court.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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 Regional Repository permanently.

APPRAISAL:

These records have historical value(s).

Disposition based on the intrinsic value of historic records created by Utah's courts during the Territorial period.

AGENCY: District Court (Second District)

SERIES: 24550

TITLE: Civil registers of actions

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: District Court (Second District)

SERIES: 24291

3

TITLE: Criminal case files

DATES: 1855-1895.

ARRANGEMENT: Numerical by case number.

TOTAL VOLUME: 1.30 cubic feet.

DESCRIPTION:

These case files document criminal cases handled in Beaver County. Case 31 is the John D. Lee trial concerning the Mountain Meadows Massacre.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 100 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

Disposition is based on the relevance and value of all territorial district court records, which are few and scattered.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: District Court (Second District)

SERIES: 24553

3

TITLE: Criminal case index

DATES: 1889-1892.

ARRANGEMENT: Alphabetical by defendant surname.

DESCRIPTION:

This volume, entitled "Index to Territorial Criminal Register" provides the case number and the page in the register of actions for criminal cases heard in the territorial Second District Court.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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 Regional Repository permanently.

APPRAISAL:

These records have historical value(s).

Disposition based on the intrinsic value of historic records created by Utah's courts during the Territorial period.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: District Court (Second District)

SERIES: 27472

3

TITLE: Criminal docket

DATES: 1874-1895.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This criminal docket provides outline information about cases heard by the court. Information includes the case number, names of parties, nature of crime, information about pleadings, and notes on the outcome. The docket lists information about those involved in the Mountain Meadows massacre.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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:

These records have historical value(s).

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 DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: District Court (Second District)

SERIES: 24346

3

TITLE: Criminal registers of actions

DATES: 1888-1897.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

These books document filings and actions taken in criminal cases in the territorial Second District Court, seated in Beaver County. The volumes give the defendant's name, case number, and list the dates and action or filing made on those dates. Volume 3 also gives the attorney's name and the minute book and page numbers where the actions were discussed. The third volume continued to be used briefly into statehood when Beaver county was moved into the Fifth Judicial District.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/2001

FORMAT MANAGEMENT:

Paper: For records beginning in 1893 through 1897. Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Paper: For records prior to and including 1893. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the intrinsic value of historic records created by Utah's courts during the Territorial period.

AGENCY: District Court (Second District)

SERIES: 24346

TITLE: Criminal registers of actions

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: District Court (Second District)

SERIES: 85174

4

TITLE: Declarations of intention record book

DATES: i 1874-1895.

ARRANGEMENT: Chronological.

DESCRIPTION:

These volumes record statements of individuals' intentions of becoming U.S. citizens. Although the first volume is handwritten and the second preprinted, both volumes have standardized forms with insertions of the individual's name, sovereign, date, and signatures of the individual and the court clerks witnessing the statement. After statehood in 1896, the district courts began keeping records separately in each county.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have historical, and/or legal value(s).

These records document individual rights in becoming citizens. Until 1906, the court copies and the individuals' copies are the sole records.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: District Court (Second District)

SERIES: 27473

3

TITLE: Execution book

DATES: 1893-1897.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This execution book includes copies of records that document the execution of judgments made by Second District Court, Utah Territory. The documents generally identify a civil case heard by the court and explain the judgment issued. Thereafter, the clerk of the court issued an order to either the U.S. marshal or county sheriff to execute the judgment by collecting payment, which generally involved selling the real estate or personal belongings of the losing litigant. A copy of the sheriff's return validates actions taken to satisfy judgment. The 39 handwritten pages of this book document eleven cases heard by the district court between 1893 and 1897.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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:

These records have historical value(s).

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: District Court (Second District)

SERIES: 27473

TITLE: Execution book

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: District Court (Second District)

SERIES: 24071

3

TITLE: Final case records

DATES: 1888-1889.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

This volume documents cases heard in the Second District Court.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

Disposition is based on the relevance and value of all territorial district court records, which are few and scattered.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: District Court (Second District)

SERIES: 24247

3

TITLE: General indexes

DATES: 1852-1896.

ARRANGEMENT: Alphabetical by plaintiff's surname.

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

These books are alphabetical name indexes. They index the court minutes (Books A, B, A-1, 1-6, 7-9), and in some cases, case number, judgments and judgment dockets. They include the name, book, and page number. Court records indexed include naturalization records, criminal and civil cases, and court proceedings.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/2001

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

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

APPRAISAL:

These records have historical value(s).

Disposition is based on the relevance and value of all territorial district court records, which are few and scattered.

AGENCY: District Court (Second District)

SERIES: 24247

TITLE: General indexes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: District Court (Second District)

SERIES: 26728

3

TITLE: Grand jury minute book

DATES: 1893-1895.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

The primary role of the Grand Jury is to review evidence presented by the prosecutor and determine whether there is probable cause to return an indictment and as such the Jury does not hear all the evidence, or conflicting evidence, information of that nature is found in the case files. This minute book records the actions taken in cases turned over to the Grand Jury for indictment. Cases involve assault, murder, fraud, larceny, burglary, unlawful cohabitation, adultery, polygamy, etc. The minutes provide the defendant's name, date, charge, testimonies presented, and whether an indictment was returned. Included with the Jury minutes are records of names of officials and maintenance notes for the building, jailhouse and records preservation.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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:

These records have historical value(s).

Disposition based on documentation about individuals, legal procedure, court history and functions. Book(s) serve as a vital record essential for the operation of the court and its ability to fulfill obligations to the public.

AGENCY: District Court (Second District)

SERIES: 26728

TITLE: Grand jury minute book

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: District Court (Second District)

SERIES: 26727

3

TITLE: Judgment docket

DATES: 1889-1897.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains the Judgment Docket produced by the Second Territorial District Court in Beaver County. Dockets function as an agenda for the proceedings of the court, written in abstract or brief form to act as a record of the action relative to each case. The docket generally contains the following information: plaintiff, defendant, nature of the case, case number, date and nature of each action, any applicable fees for the action, and dates of appeal and judgment of appellate court.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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:

These records have historical value(s).

Disposition based on documentation about individuals, legal procedure, court history and functions. Book(s) serve as a vital record essential for the operation of the court and its ability to fulfill obligations to the public

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: District Court (Second District)

SERIES: 24554

3

TITLE: Judgment index

DATES: 1890-1896.

ARRANGEMENT: Alphabetical by defendant surname.

DESCRIPTION:

This volume provides the names of the debtor and creditor, case number, and page numbers in the judgment record and judgment docket.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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 Regional Repository permanently.

APPRAISAL:

These records have historical value(s).

Disposition based on the intrinsic value of historic records created by Utah's courts during the Territorial period.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: District Court (Second District)

SERIES: 24129

3

TITLE: Judgment record

DATES: 1888-1895.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This series contains judgment records maintained by the Second Territorial District Court in Beaver County. The text of judgments rendered in court cases recorded here function as a reference source for all final judgments made by the court in civil matters. Included are findings of fact, conclusions of law, and the decree or judgment. Specific information recorded are the names of the parties involved, date, a summary of the case, findings, decisions rendered, names of officials and case number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

Disposition is based on the relevance and value of all territorial district court records, which are few and scattered.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: District Court (Second District)

SERIES: 5319

3

TITLE: Minute books

DATES: 1852-1896.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These minute books cover both civil (including numerous naturalizations) and criminal cases as well as administrative actions of the court. The counties belonging to the district varied, but included Millard, Juab, and Sanpete. (See GAP note.)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1892 and continuing to the present. Retain in Office for 50 years and then transfer to State Archives with authority to weed.

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

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

Microfilm duplicate: Retain in Office permanently.

Paper: For records beginning in 1888 through 1891. Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

Disposition based on the intrinsic value of historic records created by Utah's courts during the Territorial period.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.