

## Retention and Classification Report

**Agency:** Logan (Utah). Municipal Court (594)

446 North 100 West  
Logan, UT 84321  
435-750-9860

**Records Officer:** \_\_\_\_\_

05112	*Civil case files
07716	*Civil index
05389	*Civil registers of actions
05113	*Criminal case files
07719	*Criminal index
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05391	*Judgment docket books
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05111	*Small claims case files
05381	*Small claims plaintiffs and defendants register and index
05380	*Traffic cases defendant's index

**AGENCY:** Logan (Utah). Municipal Court

**SERIES:** 5112

3

**TITLE:** Civil case files

**DATES:** 1925-1970.

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Original complaint or summons, and all legal papers filed through disposition or dismissal of civil cases, the proceedings between parties wherein rights are enforced or protected, or wrongs are prevented or redressed, which cannot legally be called criminal cases, involving real property and incidents in Logan. Civil cases include suits to recover money.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 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

**AGENCY:** Logan (Utah). Municipal Court

**SERIES:** 7716

**TITLE:** Civil index

**DATES:** undated.

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

Name index to plaintiff and to defendant for cases 1 through 13289.

3

**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).

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

**AGENCY:** Logan (Utah). Municipal Court

**SERIES:** 5389

3

**TITLE:** Civil registers of actions

**DATES:** 1921-1979.

**ARRANGEMENT:** numerical by case number

**DESCRIPTION:**

These registers log activities in individual cases giving the date and type of action taken.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 10 years and then destroy.

**AGENCY:** Logan (Utah). Municipal Court

**SERIES:** 5113

3

**TITLE:** Criminal case files

**DATES:** 1930-1975.

**ARRANGEMENT:** None

**DESCRIPTION:**

The city court has jurisdiction over misdemeanor criminal offenses (e.g., assault) and conducts arraignments and preliminary hearings on felonies (which are then bound over to a district court for trial). Case files contain copies of the complaint, and information on hearings, trials, sentencing, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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.

**AGENCY:** Logan (Utah). Municipal Court

**SERIES:** 7719

3

**TITLE:** Criminal index

**DATES:** undated.

**ARRANGEMENT:** Alphabetical by defendant surname.

**DESCRIPTION:**

Name index to defendants in criminal cases, for case nos. 2 through 25,578.

**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).

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

**AGENCY:** Logan (Utah). Municipal Court

**SERIES:** 5386

3

**TITLE:** Criminal registers of actions

**DATES:** 1919-1980.

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

This series documents the individual criminal cases tried by the Logan City Court. Actions taken in each case are recorded on separate documents and then filed together to become the case file. As these documents enter the case file they are recorded in the Criminal Registers of Actions.

Registers function as a chronological list of the actions taken in each criminal cases. A register of actions can contain the following: attorney for plaintiff and defendant, name of the judge presiding over the case, petitions, complaint, summons, answers to summons, orders from the court, assignment of judges, exhibits, judgment, findings and conclusions, costs, decrees, requests by the attorneys for instructions to the jury, verdict, motions for cross complaints or new trials, amendments to previous answers, and disclaimers.

This series remains valuable for research purposes since all items that enter a case file are recorded by date received.

**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 administrative, and/or historical value(s).

This disposition is based on the legal and historical value of court registers of action. Register of actions function as a chronological list of papers filed and fees paid which relate to individual actions.

**AGENCY:** Logan (Utah). Municipal Court

**SERIES:** 5386

**TITLE:** Criminal registers of actions

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Logan (Utah). Municipal Court

**SERIES:** 5391

3

**TITLE:** Judgment docket books

**DATES:** 1919-1939.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These dockets list the judgments entered against parties in matters heard before the Logan City Court. Information is recorded under the following column headings: name of judgment debtor, name of judgment creditor, judgment, time of entry, where entered in judgment record, appeal when taken, judgment of appellate court, and satisfaction of judgment.  
Holdings (2 volumes): 1919-1929 and 1929-1939.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**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).

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

**AGENCY:** Logan (Utah). Municipal Court

**SERIES:** 18061

3

**TITLE:** Judgment record books

**DATES:** 1924-1951.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

Summarized judgment record (in narrative form) of individual civil cases used for reference purposes to answer public inquiries about individual cases. Includes: court title, case number, names of plaintiff and defendant, names of attorneys, which party won the case, amount of award, date judgment rendered, filing of any abstract of judgment, date of execution, who performed the execution, satisfied and unsatisfied executions, and the names of the presiding judge, court clerk, and deputy court clerk.

Holdings (2 volumes): 1924-1933 and 1933-1951.

**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).

This disposition is based on the historical value of these records to document both judgments and the function of the Logan City Court.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Logan (Utah). Municipal Court

**SERIES:** 5390

3

**TITLE:** Minute books

**DATES:** 1921-1942.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

The minute books are a secretarial transcription of court proceedings in civil and criminal matters heard in the Logan City Court.

Holdings (6 volumes): 1921-1923, 1924-1927, 1927-1930, 1930-1933, 1933-1938, 1938-1942.

**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).

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

**AGENCY:** Logan (Utah). Municipal Court

**SERIES:** 5382

3

**TITLE:** Payment of fines ledger

**DATES:** 1955.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

Handwritten entries document fines paid. Column headings include: date, name, record number, Treasurer, civil case, city case, city traffic, county cases, state traffic, fish and game, small claims, and meter violation.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**RETENTION JUSTIFICATION:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Logan (Utah). Municipal Court

**SERIES:** 5111

3

**TITLE:** Small claims case files

**DATES:** 1938-1966.

**ARRANGEMENT:** None

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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.

**AGENCY:** Logan (Utah). Municipal Court

**SERIES:** 5381

3

**TITLE:** Small claims plaintiffs and defendants register and index

**DATES:** 1950-1978.

**ARRANGEMENT:** Numerical by case number, thereunder alphabetical by initial letter of the surname of the plaintiff or defendant

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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.

**AGENCY:** Logan (Utah). Municipal Court

**SERIES:** 5380

3

**TITLE:** Traffic cases defendant's index

**DATES:** 1940-1955.

**ARRANGEMENT:** alphabetical

**DESCRIPTION:**

Both Logan City and State of Utah traffic cases are indexed in this volume, with sections for each separated by a page divider. The majority are Logan City cases. The names of defendants are recorded alphabetically by the initial letter of the defendant's surname. The case number appears in the column to the right of the defendant's name. Beginning in 1952 entries also include the amount of the fine forfeited and the date.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**RETENTION JUSTIFICATION:**

**PRIMARY DESIGNATION:**

Private