

Retention and Classification Report

Agency: Ogden (Utah). Court (727)

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Ogden, UT 84401
(801)629-8000

Records Officer: _____

06072	*Actions index
05721	*Correspondence
05680	*Court complaints
06369	Criminal docket
28817	*Fee books
05332	Judgment books
13555	*Small claims court index books
13556	*Small claims court registers

AGENCY: Ogden (Utah). Court

SERIES: 6072

3

TITLE: Actions index

DATES: 1919-1960.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Ogden (Utah). Court

SERIES: 5721

3

TITLE: Correspondence

DATES: 1919-1933.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains correspondence kept by the clerk of the Ogden court.

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 the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). Court

SERIES: 5680

TITLE: Court complaints

DATES: 1906-1917.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

3

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.

AGENCY: Ogden (Utah). Court

SERIES: 6369

TITLE: Criminal docket

DATES: undated

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

3

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

AGENCY: Ogden (Utah). Court

SERIES: 28817

3

TITLE: Fee books

DATES: 1908-1928.

ARRANGEMENT: Chronological by payment date.

DESCRIPTION:

This series contains ledger books used to record payments of fees and fines to the court. They typically note the name of the person or entity making the payment, the date of payment, and the payment amount.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Error - Format Type is invalid.

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

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as representative documentation of fees and fines collected by city courts in the early 20th century.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). Court

SERIES: 5332

3

TITLE: Judgment books

DATES: 1928-

ARRANGEMENT:

DESCRIPTION:

This series contains judgment record books kept by the Ogden Court. The text of judgments rendered in court cases are recorded in these volumes. These records function as a reference source for all final judgments made by the court

RETENTION:

Permanent. Retain until administrative need ends

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: Ogden (Utah). Court

SERIES: 13555

1

TITLE: Small claims court index books

DATES: 1933-1959.

ARRANGEMENT: Numerical by book number, thereunder alphabetical by first letter of surname

DESCRIPTION:

Each page of the small claims court indexes includes two columns, one listing plaintiffs and the other listing defendants. A case number is listed beside each name.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). Court

SERIES: 13556

1

TITLE: Small claims court registers

DATES: 1933-1959.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

The court registers document the proceedings of the court. information for each case includes case number, names of plaintiff and defendant, list of filed affidavits and date each was filed, description of order issued, and the amount of judgment rendered by the court.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office 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 Office permanently.

PRIMARY DESIGNATION:

Public