

Retention and Classification Report

Agency: Supreme Court (868)

450 South State Street
Salt Lake City, UT 84111

Records Officer: _____

01489	Abstracts and briefs (printed)
01470	Case files
01506	Civil case transcripts
01482	Correspondence
00957	Law and motion case files
01485	Motion and order files
01487	Opinions
30814	Portraits
24123	Publications
01461	Record of opinions index
17662	Utah Advance Reports
01481	Utah Reporter
01494	Writ files

AGENCY: Supreme Court

SERIES: 1489

4

TITLE: Abstracts and briefs (printed)

DATES: 1888-

ARRANGEMENT: Numerical by Supreme Court case number.

DESCRIPTION:

This series contains the original abstracts and briefs filed by attorneys in cases before the Utah Supreme Court which were typeset and printed. Abstracts generally are summaries or excerpts from the records of the lower court which originally heard a case. Briefs are written arguments of attorneys and will generally include citations to the legal authorities (laws, previous court decisions, etc.) on which the attorney's argument is based.

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: For records beginning in 1941 and continuing to the present. Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfiche master: For records beginning in 1975 and continuing to the present. Retain in State Archives permanently.

Microfiche duplicate: For records beginning in 1975 and continuing to the present. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1888 through 1941. Retain in State Archives permanently after microfilming.

Microfilm master: For records beginning in 1888 through 1975. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1888 through 1975. Retain in State Archives permanently with authority to weed.

AGENCY: Supreme Court

SERIES: 1489

TITLE: Abstracts and briefs (printed)

(continued)

APPRAISAL:

These records have historical value(s).

This records summarize the arguments and records of the lower court that originally heard a case which has been subsequently appealed to the Supreme Court.

RETENTION JUSTIFICATION:

Permanent retention is justified by the enduring research value of these records. Retention of the original format is justified by its intrinsic value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Supreme Court

SERIES: 1470

TITLE: Case files

DATES: 1870-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Assorted case files, and pieces of case files, heard in the Supreme Court. Beginning in 1907, the Court was required to remit appeals back to the lower court from which they came (L. 1907, ch. 161). Documents from the lower courts should, thus, be sought in the records of the lower courts, rather than in the records of the Supreme Court, even though the Supreme Court would have reviewed the lower court's records.

RETENTION:

Permanent. Retain for 2 year(s) after case is closed

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives 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.

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

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

AGENCY: Supreme Court

SERIES: 1470

TITLE: Case files

(continued)

APPRAISAL:

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

The case files are fundamental to the documentation of the functions and decisions of the Supreme Court.

PRIMARY DESIGNATION:

Public

AGENCY: Supreme Court

SERIES: 1506

3

TITLE: Civil case transcripts

DATES: 1887-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Complete printed transcripts of certain civil court cases heard in the Supreme Court, and transcripts heard in a lower court but passed to the Supreme Court on appeal.

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).

There are very few extant copies of case transcripts. Included are transcripts in high profile trials dealing with the LDS Church and polygamy.

PRIMARY DESIGNATION:

Public

AGENCY: Supreme Court

SERIES: 1482

3

TITLE: Correspondence

DATES: 1931-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Correspondence documents the administration or management of the Supreme Court, organization, its policies, procedures and achievements.

RETENTION:

Permanent. Retain for 2 year(s) after resolution of issue

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records document communication between the justices and various parties related to appeals, issues, and daily duties.

PRIMARY DESIGNATION:

Public

AGENCY: Supreme Court

SERIES: 957

3

TITLE: Law and motion case files

DATES: 1977-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Law and Motion files includes docketing statements, written motions, proposed orders, stipulations, and similar documents. Docketing statements are summary statements of the facts and issues of the appeal. Written motions are requests for the Court to issue a proposed order, grant leave for deviations from normal procedure, or to make any other requests of the Court pertaining to the case at hand. Stipulations are statements of agreement between the parties to a case pertaining to the facts or agreements on settlement.

RETENTION:

Permanent. Retain until case is closed

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative use ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). The law and motion case files are fundamental to the documentation of the functions and decisions of the Supreme Court.

AGENCY: Supreme Court

SERIES: 957

TITLE: Law and motion case files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Supreme Court

SERIES: 1485

3

TITLE: Motion and order files

DATES: 1905-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain for 2 year(s) after resolution of issue

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

AGENCY: Supreme Court

SERIES: 1487

4

TITLE: Opinions

DATES: 1886-

ARRANGEMENT: Numerical by case number except for 92 unnumbered cases, which are chronological by filing date, at the beginning of

DESCRIPTION:

This series contains the typed, signed copies of opinions of the justices of the Utah Supreme Court. Opinions show the date of filing, name and signature of authoring justice, case title, case number, and the text of the opinion. Opinions are the written decisions of the Court. They typically summarize the facts in the case, the lower court findings, and the issues of law which are in dispute. The opinion will then explain the applicable law, leading to the Court's decision. Opinions typically end with an order which affirms, reverses, or amends the lower court ruling. A reversed or vacated judgment may then be remanded to the lower court for additional proceedings in line with the Supreme Court's ruling.

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, and/or legal value(s).

This disposition is based on the importance of the series in documenting the decisions of the highest state court.

AGENCY: Supreme Court

SERIES: 1487

TITLE: Opinions

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Supreme Court

SERIES: 30814

3

TITLE: Portraits

DATES: 1896-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains official portraits of Utah Supreme Court Justices.

RETENTION:

Retain permanently

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).

The portraits in this series are being appraised as historic because they provide visual evidence of individuals who have served on the highest state court in Utah's judicial branch of government.

AGENCY: Supreme Court

SERIES: 24123

3

TITLE: Publications

DATES: 1959-

ARRANGEMENT: Chronological

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include administrative reports and reviews of court procedures.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Supreme Court

SERIES: 1461

3

TITLE: Record of opinions index

DATES: undated

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

This index contains names involved in cases and page or case numbers.

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 administrative, and/or historical value(s).
The record of opinions index provides access to opinions which are fundamental to the documentation of the functions and decisions of the Supreme Court.

PRIMARY DESIGNATION:

Public

AGENCY: Supreme Court

SERIES: 17662

3

TITLE: Utah Advance Reports

DATES: 1988-

ARRANGEMENT: Numerical by issue number.

DESCRIPTION:

These reports contain opinions from the Utah Supreme Court and the Utah Court of Appeals. The reports also contain table of cases reported with comprehensive summaries, full text of opinions, petitions, writs, rule changes and a cumulative case name index. These are interim publications, published prior to the publication of the official "Utah Reports."

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until superceded by Utah Reports and then destroy.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Supreme Court

SERIES: 1481

4

TITLE: Utah Reporter

DATES: 1851-

ARRANGEMENT: Chronological by date of decision.

DESCRIPTION:

This series comprises the published editions of the decisions and opinions of the Utah Supreme Court. The decisions are maintained to document previous decisions and opinions of the Court and to allow for consistency and stability in the judiciary since past decisions of any appellate court may be used as precedent in another case. The decisions of the Court show the names of the parties, case number, date of decision, text of decision, and cross-references to other legal sources as appropriate. Some volumes (as labelled on the series inventory) contain the rules of practice or other rules of the Supreme Court.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1851 through 1974. Retain in State Records Center until microfilmed and then transfer to State Archives with authority to weed.

Microfiche master: For records beginning in 1851 through 1974. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1851 through 1974. Retain in State Archives permanently with authority to weed.

Microfilm master: For records beginning in 1851 through 1974. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1975 and continuing to the present. Retain in Office permanently.

AGENCY: Supreme Court

SERIES: 1481

TITLE: Utah Reporter

(continued)

APPRAISAL:

These records have historical value(s).

This disposition is based on the unique value of these records in documenting the history and development of the Utah legal system.

The decisions also have enduring contemporary relevance given the use of precedent in our legal system.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Supreme Court

SERIES: 1494

3

TITLE: Writ files

DATES: 1900-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Case number 14080 Litter Amendments in Supreme Court. Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Permanent. Retain for 2 year(s) after final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

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

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

APPRAISAL:

These records have historical value(s).

These files pertain to cases brought before the Supreme Court.

AGENCY: Supreme Court

SERIES: 1494

TITLE: Writ files

(continued)

PRIMARY DESIGNATION:

Public