

## Retention and Classification Report

**Agency:** Supreme Court (868)

450 South State Street  
Salt Lake City, UT 84111

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

01489	Abstracts and briefs (printed)
18079	*Abstracts and briefs (typed)
01466	*Administrative records
01467	*Attorney disbarment case files
01457	*Bankruptcy docket book
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01461	Record of opinions index
25937	*Registers of actions
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01484	*Rehearing petitions
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17662	Utah Advance Reports
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01508	*Utah auto dealers association exhibits
01464	*Vouchers
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:** 18079

4

**TITLE:** Abstracts and briefs (typed)

**DATES:** 1885-1948.

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

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

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: For records prior to and including 1948. Retain in State Records Center until microfilmed 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.

Paper: For records beginning in 1948 and continuing to the present. Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the permanent research value of the records. The records provide unique documentation of the decision making process and the final decisions of the Supreme Court.

**RETENTION JUSTIFICATION:**

**AGENCY:** Supreme Court

**SERIES:** 18079

**TITLE:** Abstracts and briefs (typed)

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Supreme Court

**SERIES:** 1466

**TITLE:** Administrative records

**DATES:** 1896-1953.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

3

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** Supreme Court

**SERIES:** 1467

3

**TITLE:** Attorney disbarment case files

**DATES:** 1891-1934.

**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:** Supreme Court

**SERIES:** 1457

4

**TITLE:** Bankruptcy docket book

**DATES:** i 1867-1869.

**ARRANGEMENT:** Numerical by case number, thereunder chronological by date of initial action.

**DESCRIPTION:**

This book contains dockets for bankruptcy cases around the territory. Hearings were conducted under federal laws enacted in 1867. Either an individual (including a business) or his creditors could apply for bankruptcy. Hearings were conducted, in part, directly by the court and, in part, by a court appointed Register in Bankruptcy.

Each case is listed separately with the dates various actions were taken. The information includes the bankrupt's name, names of the attorneys, and whether the bankruptcy is voluntary or involuntary. The actions are briefly noted. Actions include the filing of a petition, court orders regarding procedures, clerk's order to file copies with the Register, Register's filing of adjudication, Register's issuing of warrants, memo of debts filed by the Register, abstracts of proceeding filed by the Register, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series documents court proceedings and provides diverse data on early economics. It also makes a useful index to the minute books.

**AGENCY:** Supreme Court

**SERIES:** 1457

**TITLE:** Bankruptcy docket book

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Supreme Court

**SERIES:** 1456

4

**TITLE:** Bankruptcy minute books

**DATES:** i 1867-1869; 1872-1874.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These books contain the minutes, 1867-1869 and 1872-1874, for bankruptcy cases around the territory. Hearings were conducted under federal laws enacted in 1867 and amended in 1874. Either an individual (including a business) or his creditors could apply for bankruptcy.

Each day's activities are summarized. A typical case will span multiple dates, and several cases may be heard on the same day.

The bankrupt's name and the date is included for each entry.

Names of those officials present are given and usually include the judges, clerks, U.S. Marshal, and the Register in Bankruptcy.

The two initial volumes have quite brief notes. There are orders issued to file schedules and appear before the Register. There are notations that the Register has made an adjudication of bankruptcy, filed warrants for a meeting of creditors, etc.

Notation might also be made of the Marshal having served the warrants. Orders of sale are also common, and the final discharge is noted. The location of any minutes from 1869-1872 is unknown.

The 1872-1874 volume is more detailed, since the judges handled the cases directly rather than using a Register. A copy of the petition is recorded. Minutes of hearings regarding lien holders, orders to sell and regarding the distribution of proceeds, orders to publish notice, etc. are all included. In 1874, jurisdiction shifted from the supreme court as a whole to a supreme court judge presiding over a territorial district. Any bankruptcy case started before June 22, 1874 and not completed was turned over to the district court in which the bankrupt resided.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** Supreme Court

**SERIES:** 1456

**TITLE:** Bankruptcy minute books

(continued)

**APPRAISAL:**

These records have historical value(s).

These minute books document the territorial supreme court's proceedings and provide diverse data on early economics.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Supreme Court

**SERIES:** 1465

1

**TITLE:** Budget correspondence

**DATES:** 1932-1953.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 7 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 08/2017.

**AGENCY:** Supreme Court

**SERIES:** 1510

**TITLE:** Calendars

**DATES:** 1933-1977.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

3

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** Supreme Court

**SERIES:** 1470

3

**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:** 1455

3

**TITLE:** Civil and criminal case index

**DATES:** 1935-1956.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Series contains indexes with name of plaintiff, defendant and case number.

**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 case files index provides access to the case files which are fundamental to the documentation of the functions and decisions of the Supreme Court.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Supreme Court

**SERIES:** 1512

3

**TITLE:** Civil and criminal docket books

**DATES:** 1913-1932.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**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:** Supreme Court

**SERIES:** 1513

3

**TITLE:** Civil and criminal petitions

**DATES:** 1973-1977.

**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:** 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:** 1459

3

**TITLE:** Decisions record book

**DATES:** 1861-1867; 1881-1883.

**ARRANGEMENT:** Chronological by decision date.

**DESCRIPTION:**

This record book records opinions in civil and criminal cases. The volume gives the names of the parties, the names of the justice(s), term date, and a discussion of the history of the case and the opinion or decision of the court in the matter.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

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 historically useful record for documenting the operation of the court and its ability to fulfill obligations to the public.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Supreme Court

**SERIES:** 3942

4

**TITLE:** Declarations of intention and certificate of citizenship record books

**DATES:** i 1851-1895.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

To become a citizen of the United States, an individual normally filed a "declaration of intention to become a citizen" at least two years prior to applying for citizenship. The next step was the naturalization hearing, where if the judge found the applicant eligible to become a citizen, a loyalty oath was administered and a certificate of citizenship was issued. These books contain copies, or rarely originals, of the signed statements of individuals' intentions to become citizens (1851-1895) . The first volume also contains a record of certificates of citizenship to newly naturalized citizens (1851-1869) .

The records were kept by the court clerk in volumes of preprinted forms. The declarations of intention have blanks for the insertion of the individual's name, his former sovereign, date, and signatures of the individual and/or the court clerk witnessing the statement.

The certificates of citizenship which constitute the second half of volume A document aliens' applications for citizenship. Each form gives the date, applicant's name, ruler's name, names of those testifying in his behalf, and a standardized summary of the procedures. The court clerk served as witness to the proceedings and the applicant's loyalty oath. In the first volume, interspersed among the declarations and certificates recorded by the Supreme Court, are those recorded by the First District Court (1852-1856) and the Third District Court (1859-1860). After statehood in 1896, district courts began keeping records separately in each county.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently and then microfilm.

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

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

**AGENCY:** Supreme Court

**SERIES:** 3942

**TITLE:** Declarations of intention and certificate of citizenship record books

(continued)

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the record's secondary informational value to researchers. These naturalization records are important sources for both the family historian and historical scholar studying immigration and ethnic settlement in Utah.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Supreme Court

**SERIES:** 1460

3

**TITLE:** Docket books

**DATES:** 1924-1974.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Shows case number; title; kind (ie., civil, criminal, juvenile, habeus corpus, etc.); filing date; appellants brief filing date; submitted date; opinion file date; justice name; disposition; rehearing petition filing date; disposition and remarks.

**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 docket books provide access to the case files which are fundamental to the documentation of the functions and decisions of the Supreme Court.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2017.

**AGENCY:** Supreme Court

**SERIES:** 25972

3

**TITLE:** Dockets

**DATES:** 1851-1857.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This series contains the first known docket book created by the clerk of the Utah Supreme Court. The docket book begins with an entry dated September 22, 1851 and ends on March 22, 1857. The first page of the book discusses the basic organization of the Territorial Supreme Court and provides the names of the first justices appointed to serve. The first 75 pages of the docket formalize the organization and implementation of Supreme Court proceedings in the territory. Business recorded on these pages includes appointments, rules of the court, and meeting minutes. Throughout the book there are multiple pages dedicated to the appointment of both territorial justices as well as the appointment of attorneys in the territory. Near the end of the book there is a brief register of action for cases heard by the Supreme Court between 1853 and 1856.

**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).

This record should be saved based on its status as the oldest known record created by the Territorial Utah Supreme Court.

**AGENCY:** Supreme Court

**SERIES:** 25972

**TITLE:** Dockets

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Supreme Court

**SERIES:** 1503

1

**TITLE:** Expenditure vouchers

**DATES:** 1935-1941.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 7 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Supreme Court

**SERIES:** 26075

3

**TITLE:** Gary Gilmore scrapbooks

**DATES:** 1976-1977.

**ARRANGEMENT:** Chronological by date of publication.

**DESCRIPTION:**

This series comprises four separate scrapbooks that were compiled by an unidentified member of the Supreme Court administrative staff at the time Gary Gilmore's 1977 execution. These scrapbooks tell the Gilmore story beginning in November 1976 and cover the execution itself as well as public reaction to it through March 1977. Most of the pages in these books contain assorted newspaper clippings from the "Salt Lake Tribune" and "Deseret News," though Book 4 also contains published magazine articles that appeared in "Newsweek," "Time," and "Playboy," as well as a handful of correspondence received by the court from people voicing their support or disapproval on the capital punishment issue.

**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).

The record books have been kept because of their intrinsic value, determined based on their status as a portion of the relatively few surviving historic records from the Utah Supreme Court.

**AGENCY:** Supreme Court

**SERIES:** 26075

**TITLE:** Gary Gilmore scrapbooks

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Supreme Court

**SERIES:** 11506

3

**TITLE:** Grand jury book

**DATES:** 1888-1889.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This single volume was used by the grand jury to record the findings of the grand jury in cases examined during the November term (November 19, 1888, through January 25, 1889).

**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:** 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:** 25936

3

**TITLE:** Minute book indexes

**DATES:** 1889-1984.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These index books serve as a finding aid for the Minute Books of the Utah Supreme Court (series 25964). Typically index book numbers correspond to the appropriate book they're indexing, except for the case of book 5/6 and book 8/9 which act to index two separate Minute Book volumes per index book.

**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).

This series was deemed to of high historical value and worthy of preservation because of the valuable record it helps fill in the history of the Supreme Court.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Supreme Court

**SERIES:** 25964

3

**TITLE:** Minute books

**DATES:** 1859-1987.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These minute books contain the documentation of daily proceedings of the Utah Supreme Court but are not transcripts of court cases. The abstracts recorded in these books document the variety of court matters the Utah Supreme Court has been engaged in over time. The main duty of the court was to hear and make decisions on lower court proceedings as they were appealed to the higher court. Most of the entries in these volumes reflect that emphasis as the majority document decisions rendered on various civil, criminal, or probate cases from across the state. Its not uncommon to also find entries related to the naturalization process in some of the earlier volumes. Information in these record books was recorded by the clerk of the court and typically consists of the names of appellants and respondents, the names of attorneys and representatives making oral argument before the court, the names and signatures of justices rendering opinions on cases, and in later volumes a case file number assigned on an individual case basis. These records are a useful resource in tracing not only changes in the structure and jurisdiction of the Utah Supreme Court, but in a broader sense larger changes in society based on the types of court cases appearing before the Utah Supreme 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 Office permanently.

**AGENCY:** Supreme Court

**SERIES:** 25964

**TITLE:** Minute books

(continued)

**APPRAISAL:**

These records have historical value(s).

This series was deemed to of high historical value and worthy of preservation because of the valuable record it helps fill in the history of the Supreme Court.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Supreme Court

**SERIES:** 1458

3

**TITLE:** Minutes

**DATES:** 1861; 1943-1945.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Brief summary of court activities on a given day. Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).  
These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)  
Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2017.

**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:** 17150

3

**TITLE:** Oaths of office

**DATES:** 1889-1969; 1975.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These constitutional oaths of office are for attorneys practicing before the state supreme court (1890-1919), state supreme court justices (1896-1899), and members of the United States Commission (1889-1894). Also included are applications for admission to practice law, examining committee reports on applicants, petitions to appoint commissioners, and official bonds.

**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).

These records document those authorized to practice law or sit as Justices on the Utah Supreme Court. This disposition is based on both the evidential and informational value of these records.

They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

**PRIMARY DESIGNATION:**

Public

**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:** 1473

3

**TITLE:** Oral argument recordings

**DATES:** 1952-1958; 1962-1977.

**ARRANGEMENT:** Generally numerical by case number.

**DESCRIPTION:**

This series contains the recorded arguments for specific cases heard by the Supreme 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, and/or legal value(s).

This series documents the proceedings of court cases, provides a glimpse into the workings of the court, and protects citizens rights.

**PRIMARY DESIGNATION:**

Public

**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:** 24111

3

**TITLE:** Receivership vouchers

**DATES:** 1890-1894.

**ARRANGEMENT:** Numerical by voucher number.

**DESCRIPTION:**

Under the 1887 Edmunds-Tucker Act sec. 17, the Church of Jesus Christ of Latter-day Saints was dissolved as a corporation and the Territorial Supreme Court appointed a receiver to wind up the affairs of the corporation. These vouchers document payments made by the Receiver.

**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:** Supreme Court

**SERIES:** 25939

3

**TITLE:** Record of opinions books

**DATES:** 1877-1894.

**ARRANGEMENT:** Sequential by book number.

**DESCRIPTION:**

These record books contain handwritten abstracts of the opinions rendered by Utah's Territorial Supreme Court for the period between 1877 and 1894. Cases heard by the Territorial Supreme Court were appealed from lower Territorial District Courts throughout the state. Every case heard before the Supreme Court contains a respondent and appellant, while every opinion in the entry book ends with a notice of filing by the court clerk. Cases are both civil and criminal. There are a number of high profile cases throughout including US versus the LDS Church, the People versus Lorenzo Snow, and the People versus John D. Lee.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm master: For records beginning in 1877 through 1894.  
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1877 through 1894.  
Retain in State Archives permanently with authority to weed.

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

This series was deemed to of high historical value and worthy of preservation because of the valuable record it helps fill in the history of the Supreme Court.

**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:** 25937

3

**TITLE:** Registers of actions

**DATES:** 1888-1985.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This record series contains the registers of action created as cases were heard by the Supreme Court. A register of action entry may contain the following pieces of information for each case: name of the attorney for the plaintiff and defendant, petitions, complaints, summons, answers to summons, orders from the court, exhibits, judgment, findings and conclusions, costs, decrees, verdict, motions for cross complaints or new trials, amendments to previous answers, disclaimers, bonds, and inventories.

**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).

This series was deemed to of high historical value and worthy of preservation because of the valuable record it helps fill in the history of the Supreme Court.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Supreme Court

**SERIES:** 25938

3

**TITLE:** Registers of actions indexes

**DATES:** 1895-1940.

**ARRANGEMENT:** Numerical by book number.

**DESCRIPTION:**

These index books serve as a finding aid for the Registers of Action of the Utah Supreme Court. Index books present in this series correspond to the appropriate register of action book except in the case of book 13 which re-indexes entries found in books 3, 4, and 5.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series was deemed to of high historical value and worthy of preservation because of the valuable record it helps fill in the history of the Supreme Court.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Supreme Court

**SERIES:** 1484

3

**TITLE:** Rehearing petitions

**DATES:** 1907-1920.

**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.

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Supreme Court

**SERIES:** 1500

3

**TITLE:** Remitters

**DATES:** 1941-1946; 1956-1980.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Transmittal letters sending a case back with instructions to a lower 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).

These records document cases that are sent back to lower court that heard the first appeal.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Supreme Court

**SERIES:** 3343

3

**TITLE:** Tax case decisions

**DATES:** 1936-1976.

**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:** 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:** 1508

3

**TITLE:** Utah auto dealers association exhibits

**DATES:** 1941-1946.

**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.

**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:** 1464

1

**TITLE:** Vouchers

**DATES:** 1921-1941.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule. Vouchers document payments made for routine court purchases.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 7 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 08/2017.

**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