Retention and Classification Report

Agency: Salt Lake City (Utah). City Attorney (1002)

451 South State
Room 505
Salt Lake City, UT 84111
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Records Officer: _____

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04638	*Attorney David M. Haigh's docket book
80971	*Claim petitions
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AGENCY: Salt Lake City (Utah). City Attorney

SERIES: 27640 3
TITLE: Annual Report
DATES: 1977.
ARRANGEMENT:
DESCRIPTION:

Annual Report of the Salt lake County Attorney, comprehensive annual report of the County Attorney's Office broken down by number, offense, conviction, and resulting fines and penalties.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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).

Disposition based on value of these records in documenting statistics related to the City Attorney's Office for the year 1977.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Attorney

SERIES: 4638 3
TITLE: Attorney David M. Haigh's docket book
DATES: 1904-1905.
ARRANGEMENT: alphanumerical
DESCRIPTION:

Docket of Attorney Haigh's activities in Summit and Salt Lake District Courts, Murray and Salt Lake City Courts, Federal Circuit courts, multiple precinct justice of the peace courts, etc.

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: Salt Lake City (Utah). City Attorney

SERIES: 80971 3
TITLE: Claim petitions
DATES: 1978-2019.
ARRANGEMENT: Numerical by petition number
DESCRIPTION:

These are copies of petitions filed with Salt Lake City claiming specific damages were caused by city employees or equipment. These documents include correspondence, copies of petitions, and police reports if applicable.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the Office. The record copy of all petitions is maintained by the City Recorder.

AGENCY: Salt Lake City (Utah). City Attorney

SERIES: 4896 3
TITLE: Court case docket books index
DATES: 1911-1968.
ARRANGEMENT:
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 9 years and then destroy.

AGENCY: Salt Lake City (Utah). City Attorney

SERIES: 4888 1
TITLE: Lawyer's docket book
DATES: 1924-1928.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

This record contains a case index followed by a register of actions and cash account. The register lists plaintiff and defendant, counsel for both, nature of action, proceedings, and dates thereof. Folland (often Folland, Jones, and Fraser) seems consistently to be an attorney for either plaintiff or defendant in these cases. Most cases were in the District Court of Salt Lake County. One was in the Davis County District Court, a couple in Salt Lake City Court, and several before the Utilities Commission. Cases all involve Salt Lake City or its officials.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

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

The court records serve as the official record of actions in cases. Thus this information is an unnecessary duplication of limited historical use.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

AGENCY: Salt Lake City (Utah). City Attorney

SERIES: 80968 3
TITLE: Legal case files
DATES: 1940-2018.
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain both active and closed lawsuits filed by or against the city. They are used in pleading the case in court, and later for research purposes and in the preparation of similar lawsuits. These files include various court pleadings, related correspondence, research material, copies of cases, and attorney's notes.

RETENTION:

Retain for 10 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after case is closed and then destroy.

APPRAISAL:

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

This retention is based upon the administrative needs expressed by the Office and the historical value of the records. They document the actions of the City Attorney in Utah's largest city.

PRIMARY DESIGNATION:

Protected 63G-2-305 (17)

AGENCY: Salt Lake City (Utah). City Attorney

SERIES: 80972 3
TITLE: Legal opinions
DATES: 1960-
ARRANGEMENT: Alphabetical by department or subject
DESCRIPTION:

These are copies of legal opinions rendered by the Attorney's Office to various city departments and to others in the course of city business. They are necessary to maintain consistency in opinions for related matters.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

This retention is based upon the administrative needs expressed by the Office and the historical value of the record of documenting the actions of the City Attorney.

AGENCY: Salt Lake City (Utah). City Attorney

SERIES: 80973 3
TITLE: Office files
DATES: 1980-2019.
ARRANGEMENT: Alphabetical by subject
DESCRIPTION:

These files contain convenience copies of agreements, ordinances, and resolutions prepared by the Attorney's Office.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the Office. The City Recorder maintains the record copy of all agreements, ordinances, and resolutions.

AGENCY: Salt Lake City (Utah). City Attorney

SERIES: 4628 3
TITLE: Police court dockets
DATES: 1896-1898.
ARRANGEMENT: numerical
DESCRIPTION:

Information in these attorney docket books is recorded under the following column headings: case number, date of complaint, name of defendant, offense, defendant's occupation, residence and place of business, officer making arrest, witnesses for city, witnesses for defendant, judgment, bail, appeal, and remarks. Separate volumes have been identified for 1896 (2 January-31 December), 1897 (1 January-31 December), and 1898 (3 January-31 December). The volumes document the attorney's activities in the police court (the criminal section of a justice of the peace 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).

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Attorney

SERIES: 80974 3
TITLE: Quarterly reports
DATES: 1977-2019.
ARRANGEMENT: Chronological
DESCRIPTION:

These are quarterly reports on the Governmental Immunity Expenditures. They are used to determine numbers of injury and damage claims paid each quarter. These report include date, numbers of injury and damage claims, number approved and denied, and actual amount paid.

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then destroy.

APPRAISAL:

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

This retention is based upon the administrative needs expressed by the Office. Since the City of Salt Lake is self-insured this information is very important for budget planning, for projecting future costs of injuries and damages; and for determining the level of insurance coverage.

AGENCY: Salt Lake City (Utah). City Attorney

SERIES: 23920 3
TITLE: Record index
DATES: undated
ARRANGEMENT: alphabetical
DESCRIPTION:

This is the index of Record No. 1 and 2, Salt Lake City. It appears to index primarily plaintiffs against Salt Lake City. The records the index provide access to are unknown.

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 until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

These records have administrative value(s).

Finding aids facilitate access to records.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Attorney

SERIES: 29221 3
TITLE: Record of goods stolen and recovered
DATES: 1891-1893.
ARRANGEMENT: Chronological
DESCRIPTION:

This series contains a record book with items reported stolen then recovered. Information includes such information as a full description of items, as well as their cost, and the date recovered.

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 series has permanent historical value as sample documentation of thefts and the return of items by police.

PRIMARY DESIGNATION:

Public