

Retention and Classification Report

Agency: Salt Lake City (Utah). City Court (1019)

, UT

Records Officer: _____

04631	*Bail deposits account books
04642	*Bail receipts registers
83201	*Cash book
23870	*Civil case docket books
01614	*Civil case files
23875	*Civil case index book
05440	*Civil case judgment docket books
04893	*Civil case judgment docket index
04830	*Civil case minute books
13687	*Civil case registers of action defendants index
13688	*Civil case registers of action plaintiffs index
04861	*Civil case registers of actions
01620	*Criminal and civil sampled case files
04860	*Criminal case docket books
04124	*Criminal case files
05364	*Criminal case minute books
04634	*Criminal court blotter
04637	*Criminal fines, forfeitures, and cash books
04627	*Criminal register of actions
83281	*Deposit receipts
04942	*Execution record book
02245	*Inquest registers
04858	*Search and seizure docket books
04848	*Small claims docket books
04884	*Subpoena docket index
03258	*Transcripts

AGENCY: Salt Lake City (Utah). City Court

SERIES: 4631

3

TITLE: Bail deposits account books

DATES: 1918-1930.

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: Salt Lake City (Utah). City Court

SERIES: 4642

3

TITLE: Bail receipts registers

DATES: 1902-1927.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are receipts issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

AGENCY: Salt Lake City (Utah). City Court

SERIES: 83201

3

TITLE: Cash book

DATES: 1908-1918.

ARRANGEMENT: Chronological

DESCRIPTION:

These four volumes are used to record the payment of fees to the Salt Lake City Court. The four volumes are labeled with volume numbers 1, 2, 4, and 6 for the periods of 1908-1911 and 1916-1918. They are divided into columns and contain: date, receipt number; case numbers; name; purpose of payment; dates complaint filed; docket number; trials, executions, abstracts, transcript on appeals, other transcripts, orders of sale, writs of attachments, sundries, date, remittal to treasurer, amount received pending order of court, and paid on order of court.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 11 years and then destroy.

APPRAISAL:

This retention is based on the decisions of the Judicial Council indicating financial records should be destroyed in 11 years.

AGENCY: Salt Lake City (Utah). City Court

SERIES: 23870

3

TITLE: Civil case docket books

DATES: 1905-1920.

ARRANGEMENT: Numerical by case number assigned chronologically by date of initial action.

DESCRIPTION:

These dockets provide case number, names of parties in the civil case, names of their attorneys, and dates routine documents were filed. Most cases pertain to small debts.

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: Salt Lake City (Utah). City Court

SERIES: 1614

TITLE: Civil case files

DATES: 1920-1960.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

3

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center for 9 years and then destroy.

AGENCY: Salt Lake City (Utah). City Court

SERIES: 23875

3

TITLE: Civil case index book

DATES: ca. 1915-1919.

ARRANGEMENT: Alphabetical by initial letter of plaintiff surname.

DESCRIPTION:

This volume provides case number, name of plaintiff, and name of defendant for city court civil cases numbered 8888 and on.

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: Salt Lake City (Utah). City Court

SERIES: 5440

3

TITLE: Civil case judgment docket books

DATES: 1911-1968.

ARRANGEMENT: chronological

DESCRIPTION:

Judgment books record a brief summary of the conclusion, or judgment, in civil cases. Included are names of plaintiffs, a summary of the judgment including amount owed and in whose favor, and date of judgment and filing.

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.

APPRAISAL:

These records have legal value(s).

City court records have a limited retention under the court's retention schedule.

AGENCY: Salt Lake City (Utah). City Court

SERIES: 4893

3

TITLE: Civil case judgment docket index

DATES: 1911-1968.

ARRANGEMENT: Alphanumerical

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 Court

SERIES: 4830

3

TITLE: Civil case minute books

DATES: 1901-1968.

ARRANGEMENT: Chronological

DESCRIPTION:

These minutes record daily activities in the civil division of the city court involving cases for small amounts of money.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have legal value(s).

AGENCY: Salt Lake City (Utah). City Court

SERIES: 13687

4

TITLE: Civil case registers of action defendants index

DATES: 1902-1968.

ARRANGEMENT: Chronological, thereunder alphabetical

TOTAL VOLUME: 9.00 reels.

DESCRIPTION:

Defendants indexes provide name access to the REGISTERS OF ACTION created by the City Court. Handwritten entries were recorded in columns in separately numbered volumes, with separate columns for date, defendant, plaintiff, and case number.

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.

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 administrative, and/or historical value(s).

This disposition is based on the access it provides to another permanent series. If it were destroyed, the REGISTERS OF ACTIONS would be difficult to use.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Court

SERIES: 13688

4

TITLE: Civil case registers of action plaintiffs index

DATES: 1902-1968.

ARRANGEMENT: Chronological, thereunder alphabetical.

TOTAL VOLUME: 20.00 reels.

DESCRIPTION:

Plaintiffs indexes provide name access to the REGISTERS OF ACTION created by the City Court. Handwritten entries were recorded in columns in separately numbered volumes, with separate columns for date of action, plaintiff, defendant, and case number.

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.

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 administrative, and/or historical value(s).

This disposition is based on the access it provides to another permanent series. If it were destroyed, the REGISTERS OF ACTIONS would be difficult to use.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Court

SERIES: 4861

4

TITLE: Civil case registers of actions

DATES: 1902-1968.

ARRANGEMENT: Numerical by case number, thereunder chronological by date document was filed.

DESCRIPTION:

The register of actions was used by the court as a record of all documents filed in relation to a specific case. the first entry is typically a notice of the filing of a complaint followed usually by an answer of the defendant. This is followed by one or more summonses and returns of complaints or other documents as appropriate to the individual case. A notice of judgment made or that a garnishment of wages or an attachment of personal property was filed typically ended the case. Routine actions are stamped into the volumes; others are recorded by hand. Not all cases reached the trial stage; but when one did, a full record of actions taken in the case is also entered. Exact charges in the case are not shown, but other information in the entry includes names of parties involved most often the name of the business bringing action against an individual and the names of attorneys for both plaintiff and defendant. The city court held jurisdiction in actions under a certain financial limit, for the recovery of money or breach of contract; actions to recover damages to persons or property or the property itself; actions to recover fines imposed by statute; and actions to enforce or to foreclose liens on personal property, all under a certain financial limit; the types of cases recorded in the register corresponds to these categories.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 11 years and then transfer to State Records Center. Retain in State Records Center until processed and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

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

AGENCY: Salt Lake City (Utah). City Court

SERIES: 4861

TITLE: Civil case registers of actions

(continued)

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of these records. Registers of actions document the proceedings and decisions of the city courts and contain a summary of the actions and decisions taken in all civil cases. Keeping the registers of actions was a way for the court to manage or track each case as it went through the litigation process.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Court

SERIES: 1620

3

TITLE: Criminal and civil sampled case files

DATES: 1916-1957.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

City court case files normally have limited retention. These are simply a sampling of cases to illustrate the court's function.

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. 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: Salt Lake City (Utah). City Court

SERIES: 4860

3

TITLE: Criminal case docket books

DATES: 1909-1958.

ARRANGEMENT: Numerical by case number assigned chronologically by date of initial filing.

DESCRIPTION:

Recorded information for individual cases includes: name of defendant, charge, an account of the proceedings, and an account of costs.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records prior to and including 1920. Retain in Office for 9 years and then transfer to State Archives with authority to weed.

Paper: For records beginning in 1920 through 1958. Retain in State Records Center for 9 years and then destroy.

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: Salt Lake City (Utah). City Court

SERIES: 4124

3

TITLE: Criminal case files

DATES: 1920-1978.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Case files for petty crime including petit larceny, assault and battery, breaches of the peace, minor property damage, and assorted other misdemeanors.

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 Court

SERIES: 5364

3

TITLE: Criminal case minute books

DATES: 1902-1958.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

In the volumes which make up this series are recorded such criminal case information as plaintiff and defendant names, counsel, case number, nature and action, bail amount, date, etc.

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).

Although city court records normally have a limited retention, the minute books for criminal cases were retained based on researcher interest.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Court

SERIES: 4634

3

TITLE: Criminal court blotter

DATES: 1900-1913.

ARRANGEMENT: chronological

DESCRIPTION:

These volumes record brief notes of case number, name of person charged, and verdict/fine.

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 Court

SERIES: 4637

3

TITLE: Criminal fines, forfeitures, and cash books

DATES: 1912-1937.

ARRANGEMENT: chronological

DESCRIPTION:

Volume entries include date, name, offense, amount forfeited or fined, and cash or days.

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 Court

SERIES: 4627

3

TITLE: Criminal register of actions

DATES: 1900-1913.

ARRANGEMENT: Alphanumerical

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 Court

SERIES: 83281

3

TITLE: Deposit receipts

DATES: 1919-1925.

ARRANGEMENT: Numerical by receipt number.

DESCRIPTION:

This receipt book is used to record cash payments for fee and fines levied by the Salt Lake City Court. Only one half of the book has been used and contains receipt stubs and empty receipts. The receipt stubs contain the receipt number; name of payee, amount, purpose of payment; case number; name of plaintiff; name of defendant, date and amount.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

This retention is based on the municipal financial schedule (9/85) of 3 years for receipt books.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Court

SERIES: 4942

3

TITLE: Execution record book

DATES: 1902-1924.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Record that court decisions have been carried out.

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.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Court

SERIES: 2245

4

TITLE: Inquest registers

DATES: i 1909-1965.

ARRANGEMENT: The volumes are chronological. Entries are primarily chronological.

DESCRIPTION:

The city judge as ex-officio justice of the peace acted as coroner holding inquests on the bodies of those supposed to have died of unlawful means within his precinct. A register of inquests was kept recording the date; the name of the deceased if known, if not, a description of the deceased; description of any property found on the deceased and its disposition; and the cause of death if determined.

In addition to the description and disposition of the body and property found with it, the first volume often records a brief procedural summary of the inquest, including the names of the jurors, the names (but not the testimony) of witnesses, a summary of any autopsy held, and an itemization of costs incurred in holding the inquest. Occasionally a pertinent newspaper clipping, suicide note, etc. was glued into the volume. The second volume rarely includes such detail: Entries are frequently limited to a docket noting dates of orders, subpoenas, and requests for post-mortems, along with the resultant expenses.

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

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

APPRAISAL:

These records have historical value(s).

AGENCY: Salt Lake City (Utah). City Court

SERIES: 2245

TITLE: Inquest registers

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Court

SERIES: 4858

1

TITLE: Search and seizure docket books

DATES: 1921-1930.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City (Utah). City Court

SERIES: 4848

3

TITLE: Small claims docket books

DATES: 1937-1973.

ARRANGEMENT: Alphanumerical

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 Court

SERIES: 4884

3

TITLE: Subpoena docket index

DATES: ca. 1900.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This index provides name, page or other number, and type of document (subpoena, venire, etc.) for an unknown subpoena docket. Subpoena records, jury lists, etc. have a limited retention.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

AGENCY: Salt Lake City (Utah). City Court

SERIES: 3258

3

TITLE: Transcripts

DATES: 1924-1955.

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