

# Retention and Classification Report

**Agency:** Salt Lake City (Utah). Justice Court (1051)

333 South 200 East  
Salt Lake City, UT 84111

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

29167	Case files
27872	Court appraised historically significant case files
28677	Daily cashier deposits and receipts

**AGENCY:** Salt Lake City (Utah). Justice Court

**SERIES:** 29167

3

**TITLE:** Case files

**DATES:** 1860-1865

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains files of cases brought before the court presided over by Justice Aurelius Miner, who was appointed by Governor John W. Dawson. These cases involve debt collection, theft, assault, ownership and contract disputes. Each file contains orders or instructions signed by Justice Miner.

**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 cases heard by the court during this time period.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Justice Court

**SERIES:** 27872

3

**TITLE:** Court appraised historically significant case files

**DATES:** ca. 2000-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

Records in this series are case files which the justice court has determined have historical significance. The criteria and authority of the court is outlined in the Utah Code of Judicial Administration 4-203. In deciding whether to designate a case as historically significant, the court may consider any relevant factor, including whether the case has been frequently cited, presented a rare legal issue or controversy, caused a change in law or policy, had long term or wide spread legal significance, affected a large portion of the community, was well-known in the community, was generally viewed in the community as important, involved a well-known person, or was the subject of a well-known book or film. Such cases are transferred to the State Archives for permanent retention.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series are authorized by the Administrative Office of the Courts.

**APPROVED:** 03/2012

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
Utah courts have the authority to designate case files as historically significant and transfer them to the State Archives for permanent retention as outlined in the Utah Code of Judicial Administration 4-203, paragraphs (2) and (4). Paragraph (2)

**AGENCY:** Salt Lake City (Utah). Justice Court

**SERIES:** 27872

**TITLE:** Court appraised historically significant case files

(continued)

states that any person may file with the court of origin to designate a case as historically significant and the motion "shall be decided by the Presiding Judge". Paragraph (4) outlines the duties of the clerk of the court if a case is designated as historically significant by the Presiding Judge.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Justice Court

**SERIES:** 28677

3

**TITLE:** Daily cashier deposits and receipts

**DATES:** 2002-

**ARRANGEMENT:** Chronologically by fiscal year, thereunder by month and date

**DESCRIPTION:**

These records support the agency's administrative function to account for financial transactions. Records document credits and debits paid to or by the agency. Information includes details of the transactions and financial reconciliations.

**RETENTION:**

Permanent. Retain for 4 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series are authorized by the Administrative Office of the Courts.

**APPROVED:** 04/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

**APPRAISAL:**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.