

Retention and Classification Report

Agency: Salt Lake City (Utah). Prosecutor (1070)

349 South 200 East, Suite 500
Salt Lake City, UT 84114-5500

Records Officer: _____

04924	*Correspondence
28494	Misdemeanor case files

AGENCY: Salt Lake City (Utah). Prosecutor

SERIES: 4924

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TITLE: Correspondence

DATES: 1934-1939.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Copies of outgoing correspondence from the city prosecutor addressing requests for issuing complaints for violating city ordinances (building codes, animal control, noise, 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).

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Prosecutor

SERIES: 28494

3

TITLE: Misdemeanor case files

DATES: 2007-

ARRANGEMENT: Chronological by year, thereafter by case number.

DESCRIPTION:

These case files document routine misdemeanor criminal cases prosecuted in circuit courts. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the case is closed.

RETENTION:

Retain for 10 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Prosecuted non-felony criminal case files, GRS-2033.

AUTHORIZED: 03-19-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until case closes and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

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

AGENCY: Salt Lake City (Utah). Prosecutor

SERIES: 28494

TITLE: Misdemeanor case files

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10,11,12,13,14,17,18,23) (2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2018.