

Retention and Classification Report

Agency: Tooele County (Utah). County Sheriff (1167)

Tooele County Courthouse
47 South Main
Tooele, UT 84074
435-882-5600

Records Officer: _____

82729	Booking sheets
82731	Civil process case files
10069	Civil returns
26050	*Day book
30150	Sheriff's Fee Books
06312	*Traffic citations

AGENCY: Tooele County (Utah). County Sheriff

SERIES: 82729

3

TITLE: Booking sheets

DATES: 1987-

ARRANGEMENT: Chronological, thereunder alphabetical by first letter of inmates surnames

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These are records of prisoners confined in the county jail. They include the prisoner's name, alias, sheriff's office number, booking number, offense, address, arresting officer's name, date committed, term of sentence, and discharge date.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Mug shot records, GRS-2029.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Sheriff

SERIES: 82731

3

TITLE: Civil process case files

DATES: 1987-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 9.00 cubic feet.

DESCRIPTION:

These are civil process files. The information on them includes the name of the court, the persons involved in the case, date, person being served, place served, and what they were served: summons, complaint, motion, petition, subpoena, decree, notice, citation, etc., dates of previous attempts, and officer's signature.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Civil service of process records, GRS-323.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

Microfilm master: Retain in Archives for 5 years and then destroy.

Microfilm duplicate: Retain in Archives for 5 years and then destroy.

AGENCY: Tooele County (Utah). County Sheriff

SERIES: 82731

TITLE: Civil process case files

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Tooele County (Utah). County Sheriff

SERIES: 10069

3

TITLE: Civil returns

DATES: 1990-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

This series contains certificates of service. The certificate is signed by a deputy stating that a court document was served to an individual. The form includes a check box with some of the following types of documents: orders, affidavits, subpoenas, and civil cases. There are also spaces for the date and time of service, location where the service was delivered, individual to whom the service was delivered, and the fee paid.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Civil service of process records, GRS-323.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 5 years and then destroy.

Microfilm duplicate: Retain in Office for 5 years and then destroy.

APPRAISAL:

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

AGENCY: Tooele County (Utah). County Sheriff

SERIES: 10069

TITLE: Civil returns

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Sheriff

SERIES: 26050

3

TITLE: Day book

DATES: 1886-1921.

ARRANGEMENT: Chronologically.

TOTAL VOLUME: 0.25 cubic feet.

DESCRIPTION:

This sheriff's day book contains a record of summons, executions, orders of sale, garnishments, and etc. carried out by the Tooele County Sheriff's office. Information includes the title of cause (civil case), attorney, nature of process, date and name of person served, date of return, and result.

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 sheriff's day book documents early activities of the Tooele County Sheriff and is historically important because few other records remain for this time period.

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Sheriff

SERIES: 30150

3

TITLE: Sheriff's Fee Books

DATES: 1896-1967

ARRANGEMENT: Chronological by service date.

DESCRIPTION:

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

The books in this series have permanent historical value as a representative sample documenting a routine function carried out by sheriff's offices in each county in the state.

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Sheriff

SERIES: 6312

1

TITLE: Traffic citations

DATES: 1989-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a copy of a citation issued by the police to drivers violating motor vehicle and traffic laws. It usually includes date, time, location of violation, vehicle's license number, violation code, officer's name, and signature of person receiving citation.

RETENTION:

Permanent. Retain for 2 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 Office for 2 years and then destroy.

Microfilm master: Retain in Archives for 2 years.

Microfilm duplicate: Retain in Office for 2 years.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.