

Retention and Classification Report

Agency: Provo (Utah). Justice of the Peace (1537)

PO Box 1849
351 W Center
Provo, UT 84603
801 852-6100

Records Officer: _____

83990	*Civil docket books
83991	*Criminal docket books
83992	*Minutes
30328	*Provo City Justice of the Peace Docket of Amos D. Holdaway

AGENCY: Provo (Utah). Justice of the Peace

SERIES: 83990

3

TITLE: Civil docket books

DATES: 1909-1911; 1918-1919.

ARRANGEMENT: Chronological

DESCRIPTION:

These docket books contain completed forms used to document actions of the justice of the peace in civil cases. The cases largely concern the collection of monies owed to businesses and to Provo City. Recorded information includes: names of defendants, attorneys, dates summons served, judgments rendered, and the signature of the justice of the peace. The 1909-1911 volume covers case numbers 1-239 and contains a few loose papers and correspondence concerning the court. The 1918-1919 volume covers case numbers 367-508 as well as one city court case.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This retention is based on the historical value of the records to document civil cases handled by the justice of the peace.

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Justice of the Peace

SERIES: 83991

3

TITLE: Criminal docket books

DATES: 1886-1909.

ARRANGEMENT: Chronological by filing date.

TOTAL VOLUME: 0.80 cubic feet.

DESCRIPTION:

This docket contains completed forms concerning misdemeanor cases heard by the justice of the peace court. The cases largely concern public intoxication and disturbing the peace violations, but also include many traffic violations. Recorded information includes: names of defendant, attorney, dates, changes in actions, fines, decisions, pleas, judgments rendered, and signature of the justice of the peace. The volume contains an alphabetical index listing the name and page number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This retention is based on the historical value of these records to document the misdemeanor crimes committed in Provo.

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Justice of the Peace

SERIES: 83992

3

TITLE: Minutes

DATES: 1873-1892.

ARRANGEMENT: Chronological

DESCRIPTION:

This volume contains a summary of the proceedings of justice court sessions. It contains: the name of the case, name of judge, date, a summary of the proceedings of court cases indicating fines assessed, judgments and decisions rendered, time sessions convened and adjourned, and all court orders. The volume includes an alphabetical index containing name and page number.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This retention is based on the historical value of these records.

AGENCY: Provo (Utah). Justice of the Peace

SERIES: 30328

3

TITLE: Provo City Justice of the Peace Docket of Amos D. Holdaway

DATES: 1884-1886.

ARRANGEMENT: Chronological.

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

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).

These records are historical as they document the operation of a governmental entity.

PRIMARY DESIGNATION:

Public