Retention and Classification Report

Agency: District Court (First District : Box Elder County) (1673)

P.O. Box 873
43 North Main
Brigham City, UT 84302-0873
435-734-2433

Records Officer: _____

84827	Adoption case files
11795	Civil case files
11797	Criminal case files
07133	Daily court actions
85172	Declarations of intention record books
84095	Inheritance tax liens registers
11796	Probate case files

AGENCY: District Court (First District : Box Elder County)

SERIES: 84827 4
TITLE: Adoption case files
DATES: i [ca. 1875]-
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

RETENTION:

Permanent. Retain for 9 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1983

FORMAT MANAGEMENT:

Paper: Retain in Office for 9 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

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.

AGENCY: District Court (First District : Box Elder County)

SERIES: 84827
TITLE: Adoption case files

(continued)

PRIMARY DESIGNATION:

Exempt Rule 4-202l02(11), CJA

AGENCY: District Court (First District : Box Elder County)

SERIES: 11795 4
TITLE: Civil case files
DATES: 1893-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

Included in the archives' hard copy holdings are early cases ranging from case number 2270 to 4142 and including numbers 5539 and 5839 (dated 1889-1894) and case numbers 1 through 301 (dated 1892-1899). Microfilm copies cover a broader span. Holdings include cases started in the Fourth District Court and moved to First District.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 10 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

Historic court records provide information about individuals and about legal processes. Civil cases include divorces and ownership issues. Civil judgments may be of longstanding relevance, particularly judgments on water rights issues.

AGENCY: District Court (First District : Box Elder County)

SERIES: 11795
TITLE: Civil case files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: District Court (First District : Box Elder County)

SERIES: 11797 4
TITLE: Criminal case files
DATES: 1896-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:
May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: 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.

AGENCY: District Court (First District : Box Elder County)

SERIES: 11797
TITLE: Criminal case files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: District Court (First District : Box Elder County)

SERIES: 7133 4
TITLE: Daily court actions
DATES: i 1981-
ARRANGEMENT: Chronological
DESCRIPTION:

Documents filed daily in civil, criminal and probate matters.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then file in case file.

Microfilm master: Retain in Archives for 9 years and then destroy.

Microfilm duplicate: Retain in Office for 9 years or until case file is microfilmed and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (First District : Box Elder County)

SERIES: 85172 4
TITLE: Declarations of intention record books
DATES: i 1896-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These volumes contain declarations of individuals' intentions of becoming U.S. citizens. They were to be completed at least two years prior to applying for naturalization. Certificates of citizenship are issued when the individual is naturalized. The first volume contains blanks for the insertion of the individual's name, sovereign, date, signature, and witness signature. Beginning in 1906, more detailed federal forms were used. These forms also include personal description, vital statistics information, and emigration information. By 1916, marital status was included along with spouse's name and vital statistics data.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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 historical value(s).

Records should be preserved permanently based on their genealogical value.

AGENCY: District Court (First District : Box Elder County)

SERIES: 85172
TITLE: Declarations of intention record books

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: District Court (First District : Box Elder County)

SERIES: 84095 4
TITLE: Inheritance tax liens registers
DATES: i 1950-
ARRANGEMENT: Chronological
DESCRIPTION:

The district court clerk registers the estate settlements showing the heirs, devisees, or grantees, and their relationship to the deceased. This settlement was then assessed for tax purposes. Appraisal of property is included and the executor or administrator is named. If any real estate was subject to lien the lien was also registered.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

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

AGENCY: District Court (First District : Box Elder County)

SERIES: 11796 3
TITLE: Probate case files
DATES: 1906-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

Probate case files from the 1st District Court in Box Elder County primarily involve the probate of estates for deceased persons and guardianship for minors and incompetent persons. Probate is judicial oversight of property in transition. Probate of estates is the process by which a deceased person's property is identified and maintained, his debts and taxes paid, and then remaining property distributed to beneficiaries as specified in a will or as required by law for persons who die intestate (without a will). In guardianship cases probate is the establishment of a guardian for minors or incompetent adults who hold property that needs management. In addition to probate these case files also include name changes and some adoptions.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

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.

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

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

AGENCY: District Court (First District : Box Elder County)

SERIES: 11796
TITLE: Probate case files

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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.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt.	UCA 78-30-15 (2008). As of 1 July 1999, adoptions become public after 100 years; until then they are sealed and only obtainable through the court. This series includes adoption case files.