

Retention and Classification Report

Agency: District Court (First District : Rich County) (1674)

Rich County Courthouse
20 South Main
Randolph, UT 84064

Records Officer: _____

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AGENCY: District Court (First District : Rich County)

SERIES: 29731

1

TITLE: Civil and probate case indexes

DATES: ca. 1884-1947.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

This series contains indexes to civil and probate cases. Both types of cases are recorded together within the same indexes. These indexes were created by the court to record the names of the parties involved in civil and probate actions and provide assigned case numbers to facilitate access to and clerical management of case files. The indexes contain names of the involved parties in individual cases as well as the file number associated with each case.

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 50 years and then transfer to State Archives with authority to weed.

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

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent value as a tool for accessing historical case files.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

AGENCY: District Court (First District : Rich County)

SERIES: 29731

TITLE: Civil and probate case indexes

(continued)

Exempt.	As per Utah Code 78B-6-141 adoption records are sealed for 100 years and only attainable by court order. This series includes references to adoptions
Private.	This series includes records of evaluation of mental competence of individuals. Records are considered private for 75 years if the individual was over 21 years old, and 100 years if under 21 at the time of

AGENCY: District Court (First District : Rich County)

SERIES: 29729

1

TITLE: Civil case index

DATES: 1896-1979.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

This is series contains a civil case index created by the court to record the names of the parties involved in civil actions and provide assigned case numbers to facilitate access to and clerical management of case files. The index contains plaintiff name, defendant name, and civil case file number.

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 50 years and then transfer to State Archives with authority to weed.

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

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent value as tool for accessing historical case files.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt.

As per Utah Code 78B-6-141 adoption records are sealed for 100 years and only attainable by court order. This series includes references to adoptions

AGENCY: District Court (First District : Rich County)

SERIES: 29729

TITLE: Civil case index

(continued)

Private.

This series includes records of evaluation of mental competence of individuals that are considered private for 75 years if the individual was over 21 years old and 100 years if under 21 at the time of evaluation

AGENCY: District Court (First District : Rich County)

SERIES: 29732

1

TITLE: Civil registers of actions

DATES: 1896-1978

ARRANGEMENT: Numerical by case number and generally chronological by filing date.

DESCRIPTION:

Records and documents pertaining to a particular civil action are filed together by the court clerk and collectively constitute the case file. As records or actions are filed, the clerk enters them into a register. This series comprises registers of action for civil cases and contain such information as the name of the plaintiffs and defendants, names of attorneys, petitions, complaints, summons and answers to summons, orders from the court, findings, and judgments as well as the date each action was filed.

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 50 years and then transfer to State Archives with authority to weed.

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

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent value as summary documentation of civil cases heard by the court.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (First District : Rich County)

SERIES: 29732

TITLE: Civil registers of actions

(continued)

SECONDARY DESIGNATION(S):

- | | |
|----------|---|
| Exempt. | This series includes records pertaining to adoptions that are restricted for 100 years under Utah Code 78B-6-141. These entries have been redacted in the reference copy of the series. |
| Private. | This series includes records of evaluation of mental competence that are private for 75 years if the individual was over 21 years old and 100 years if the individual was under 21 (Utah Code 63G-2-310). Entries |

AGENCY: District Court (First District : Rich County)

SERIES: 29733

1

TITLE: Criminal register of actions

DATES: 1896-1998.

ARRANGEMENT: Numerical by case number and generally chronological by filing date.

DESCRIPTION:

Records and documents pertaining to a particular criminal action are filed together by the court clerk and collectively constitute the case file. As records or actions are filed, the clerk enters them into a register. This series is comprised of a register of action for criminal cases and contains such information as the names of the defendants, nature of the crime, and filing dates for any associated affidavits, warrants, orders of transfer, bail bonds, appeals, motions, orders from the court, findings, and judgments.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

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

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent value as summary documentation of civil cases heard by the court.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (First District : Rich County)

SERIES: 30421

3

TITLE: Declaration of Intention record books

DATES: 1896-1922

ARRANGEMENT: Chronological by declaration date.

DESCRIPTION:

This series contains bound volumes with forms used to document an individuals intent to become a naturalized citizen. Filing of a "declaration of intention to become a citizen" at least two years prior to applying for citizenship was the first step in the naturalization process.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

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

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of individuals who initiated the process to become naturalized citizens.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (First District : Rich County)

SERIES: 29735

3

TITLE: Judgment docket

DATES: 1899-1990

ARRANGEMENT: Generally chronological by entry date.

DESCRIPTION:

This judgment docket notes judgments made by the court in civil cases, as recorded by the court clerk. Judgment dockets serve as official notice of the existence of a judgment and generally include such information as the debtor, creditor, judgment, date, judgment record number, appeal and judgment of appellate court if applicable, and satisfaction (payment) of judgment.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

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

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent value as summary documentation of monetary judgments rendered by the court in civil cases.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (First District : Rich County)

SERIES: 30424

3

TITLE: Judgment Record books

DATES: 1896-1981

ARRANGEMENT: Chronological by filing date.

DESCRIPTION:

This series contains bound volumes used to record orders, decrees, judgments and other decisions issued by the court.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 40 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of decisions issued by the court in various cases.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt. These records could include adoption decrees, which are accessible only to the adoptive parents and the adult adopted child for 100 years.

AGENCY: District Court (First District : Rich County)

SERIES: 30428

3

TITLE: Juror and witness fee records

DATES: 1896-1989

ARRANGEMENT: Chronological by court date.

DESCRIPTION:

This series contains bound volumes used to record information about time put in by jurors and witnesses and the fees owed them for their time.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 30 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of the processed used in the management of jurors and witnesses in court cases.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (First District : Rich County)

SERIES: 29970

1

TITLE: Minute books

DATES: 1896-1983

ARRANGEMENT: Chronological by court date.

DESCRIPTION:

Minute books contain the documentation of daily proceedings of the court but are not transcripts of court cases. Business matters include court site and officers present, jury selection, judicial appointments, expense claims, as well as entries noting the day's proceedings on various cases. A typical case will span multiple dates and will include an indictment or indication of the filed complaint, procedural issues, presentation of the case, witnesses' names, the verdict, and precise sentencing or settlement.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: For records beginning in 1896 through 1983. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1983 and continuing to the present. Retain in Office for 50 years and then transfer to State Archives with authority to weed.

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

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the daily functioning of the court and the business handled by the court over time.

AGENCY: District Court (First District : Rich County)

SERIES: 29970

TITLE: Minute books

(continued)

PRIMARY DESIGNATION:

Public

Most of the information in this series is considered public.

SECONDARY DESIGNATION(S):

Exempt.

The court minutes include information about adoptions that is restricted for 100 years after the finalization of the adoption in accordance with Utah Code

AGENCY: District Court (First District : Rich County)

SERIES: 30422

3

TITLE: Naturalization Petition and Record

DATES: 1907-1925

ARRANGEMENT: Chronological by petition date.

DESCRIPTION:

This series contains a volume of pre-printed forms used to record applications of individuals to become citizens. The form records such information as applicant name, current place of residence, date and place of birth, date of arrival in the United States, and the names of wife and children. The form also includes affidavits attesting to the applicant's character, an oath of allegiance signed by the applicant, and an order signed by the judge granting citizenship. Once the order was signed, the applicant could receive a certificate of citizenship.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

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

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as primary documentation of the the naturalization of individuals.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (First District : Rich County)

SERIES: 30423

3

TITLE: Naturalization Record

DATES: 1896-1904

ARRANGEMENT: Chronological by application date.

DESCRIPTION:

This series contains a volume of pre-printed forms used to record certificates of citizenship for applicants who had met the necessary requirements. The forms record such information as application date, applicant name, place of foreign origin, current place of residence, and the signature of the judge granting citizenship.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

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

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as primary documentation of the legal status of individuals who were granted citizenship. The records also have high genealogical value.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (First District : Rich County)

SERIES: 29964

1

TITLE: Probate case files

DATES: 1881-

ARRANGEMENT: Numerical by assigned case number and roughly chronological by initial filing date.

DESCRIPTION:

This series contains documents filed in cases involving the estates of deceased persons and the guardianship of minors and the incompetent. Adoptions, incorporations or dissolutions and name changes might also appear.

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 50 years and then transfer to State Archives with authority to weed.

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

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the settlement of estates and distribution of property, as well as adoptions and the legal custody of minors and incompetent individuals. The records in the series have high genealogical value.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt. This series contains adoption case files that are restricted for 100 years after the birth of the adopted child. (Utah Code 78B-6-141)

AGENCY: District Court (First District : Rich County)

SERIES: 29964

TITLE: Probate case files

(continued)

Private.

This series contains evaluations of the mental condition of individuals that would be considered private for 75 year if the individual is over 21 years old and 100 year if the individual is under 21. (Utah

AGENCY: District Court (First District : Rich County)

SERIES: 29730

1

TITLE: Probate case index

DATES: 1884-1986.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

This series contains a probate case index created by the court to track cases related to guardianship , adoption, and estate matters. Case numbers were provided to facilitate access to and clerical management of case files. The indexes contain the names of involved parties, the nature of the case, and the case number.

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 50 years and then transfer to State Archives with authority to weed.

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

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent value as tool for accessing historical case files.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt.

As per Utah Code 78B-6-141 adoption records are sealed for 100 years and only attainable by court order. This series includes references to adoptions

AGENCY: District Court (First District : Rich County)

SERIES: 29730

TITLE: Probate case index

(continued)

Private.

This series includes records of evaluation of mental competence of individuals that are considered private for 75 years if the individual was over 21 years old and 100 years if under 21 at the time of evaluation

AGENCY: District Court (First District : Rich County)

SERIES: 29971

1

TITLE: Probate minute book

DATES: 1896-1904

ARRANGEMENT: Chronological by court date.

DESCRIPTION:

This series contains a bound volume used by the County Probate Court to record the daily proceedings of the court. The book was inherited by the First District Court for Rich County at statehood in 1896 and used to record probate matters until 1899. Proceedings information recorded typically includes the date, time, name of the judge presiding, the matters brought before the court, a record of orders and actions taken by the court, and note of court adjournment. The records note the business handled by the court, but are not necessarily transcripts of the proceedings or of individual court cases. The business recorded in this book is confined solely to probate matters, which are comprised largely to the settlement of estates, but also include such matters as guardianship of minors and the determination of mental competency.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

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

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the daily operation of the court and of the probate matters handled by the court.

AGENCY: District Court (First District : Rich County)

SERIES: 29971

TITLE: Probate minute book

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (First District : Rich County)

SERIES: 30425

3

TITLE: Probate Record books

DATES: 1905-1982

ARRANGEMENT: Chronological by document date.

DESCRIPTION:

This series contains bound volumes used to record copies of documents issued in probate cases brought before the court.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 38 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of probate matters handled by the court.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt. This series contains decrees of adoption that are accessible only to the adoptive parents and the adult adopted child for 100 years.

AGENCY: District Court (First District : Rich County)

SERIES: 30937

3

TITLE: Record index

DATES: 1888-

ARRANGEMENT: Alphabetical by surname of party in court case.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The index in this series has permanent value as a tool for accessing permanent historical records.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (First District : Rich County)

SERIES: 30429

3

TITLE: Record of Informations and Indictments

DATES: 1901-1927

ARRANGEMENT: Chronological by hearing date.

DESCRIPTION:

This series contains a bound volume used to record information or criminal charges presented to the court by the district attorney.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of criminal charges brought before the court and of court procedure.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (First District : Rich County)

SERIES: 29734

1

TITLE: Register of estates

DATES: 1909-1995.

ARRANGEMENT: Numerical by case number and generally chronological by filing date.

DESCRIPTION:

Registers of estates list actions taken in cases regarding the estates of deceased persons, guardianship of minors and persons unable to care for themselves, and the adoption of minors. In each case the probate register indicates the name or names of the individuals involved, the kind of case, and the name of the petitioner's attorney, followed by a list of each action taken in the case and the date that action was taken.

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 50 years and then transfer to State Archives with authority to weed.

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

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent value as tool for accessing historical case files.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt. As per Utah Code 78B-6-141 adoption records are sealed for 100 years and only attainable by court order. This series includes references to adoptions

AGENCY: District Court (First District : Rich County)

SERIES: 29734

TITLE: Register of estates

(continued)

Private.

This series includes records of evaluation of mental competence of individuals that would be considered private for 75 years if the individual was over 21 years old and 100 years if the individual was under 21

AGENCY: District Court (First District : Rich County)

SERIES: 29933

3

TITLE: Wills deposited for safekeeping

DATES: 1890-2017.

ARRANGEMENT:

DESCRIPTION:

These original wills were deposited by individuals with district courts for safekeeping, as per Utah Code 75-2-901 (2016). Wills are legal instruments which divide an individual's possessions and assets among his/her beneficiaries and include information concerning the executor of the estate, as well as the signatures of witnesses and attorneys involved. A will may be divided into several sections and cover a variety of topics regarding the estate

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2008. Utah Court Retention Schedule (A)(6)(f) (2008).

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 49 years and then transfer to State Archives.

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302 (1)(b), (2)(b), and 2(d)(2018)

SECONDARY DESIGNATION(S):

Public. Utah Code 63G-2-310 (2008)