Retention and Classification Report

Agency: District Court (Second District : Davis County) (1675)

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Records Officer: _____

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AGENCY: District Court (Second District : Davis County)

SERIES: 7182 3
TITLE: Adoption case files
DATES: i 1885-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

Case files involving the adoption of minor children in the Second District court in Davis County.

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 until administrative need ends or until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office 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 (Second District : Davis County)

SERIES: 7182
TITLE: Adoption case files

(continued)

PRIMARY DESIGNATION:

Exempt CJA 4-202 Adoptions are sealed for 100 years.

SECONDARY DESIGNATION(S):

Public

AGENCY: District Court (Second District : Davis County)

SERIES: 4651 3
TITLE: Civil case files
DATES: 1896-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

These case files document civil cases heard in Second District Court.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1995

FORMAT MANAGEMENT:

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

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

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

These records have administrative, historical, and/or legal 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 (Second District : Davis County)

SERIES: 4651
TITLE: Civil case files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: District Court (Second District : Davis County)

SERIES: 26074 3
TITLE: Civil registers of actions
DATES: 1896-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

Civil cases document the legal process and the administration of justice in conjunction with civil proceedings for the determination of a controversy between parties wherein rights are enforced or protected, or wrongs are prevented or redressed. Records and documents pertaining to a particular civil action are filed together by the court clerk and collectively these documents constitute the case file. As these records or actions are filed, the clerk enters them in the registers which comprise this series. The clerk is required as documents enter the case file to make a notation that shows "the nature of each paper filed or writ issued and the substance of each order or judgment of the court and of the returns showing execution of process. The notation of an order or judgment shall show the date the notation is made. When trial by jury has been properly demanded or ordered the clerk shall enter the word 'jury' on the page assigned to that action" [UCA 79 (b) (2)].

A register of actions may contain the following entries for each civil case: name of the attorney for plaintiff and defendant, name of the judge presiding over the case, petitions, complaints, summons, answers to summons, orders from the court, assignment of judges, exhibits, judgment, findings and conclusions, costs, decrees, requests by attorneys for instructions to the jury, verdict, motions for cross complaints or new trials, amendments to previous answers and disclaimers.

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 Office permanently.

AGENCY: District Court (Second District : Davis County)

SERIES: 26074
TITLE: Civil registers of actions

(continued)

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

This disposition is based on the legal and historical value of the District Court REGISTERS OF ACTIONS. The court clerk is required by law [UCA X, (79) (a)] to keep a register of actions that functions as a chronological list of papers filed and fees paid which relate to individual civil actions.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Davis County)

SERIES: 4694 3
TITLE: Commitments to mental institutions
DATES: i 1886-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

Historic court information on mental illness from Davis County.

RETENTION:

Permanent. Retain for 9 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1886 and continuing to the present. Retain in Office for 9 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on documentation about individuals, legal procedure, court history and functions. Book(s) serve as a historically useful record for documenting the operation of the court and its ability to fulfill obligations to the public.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-310 (1)(2008).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2021.

AGENCY: District Court (Second District : Davis County)

SERIES: 4650 3
TITLE: Criminal case files
DATES: 1896-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

Indictments, subpoenas, verdicts, warrants, returns of warrants, informational papers, affidavits, affidavits of impecuniosity, court orders, judgments,warrants of execution and confinement, warrants of death, notices of appeal, demurrers, answers to demurrers, complaints, and orders to show cause that constitute criminal case files tried by the Second District Court in Davis Court.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1890 through 1911. Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Paper: For records beginning in 1911 and continuing to the present. Retain in Office permanently or until microfilmed.

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

AGENCY: District Court (Second District : Davis County)

SERIES: 4650
TITLE: Criminal case files

(continued)

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.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: District Court (Second District : Davis County)

SERIES: 26067 3
TITLE: Criminal registers of actions
DATES: 1926-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

Records and documents pertaining to a particular civil, criminal or probate action are filed together by the court clerk and collectively these documents constitute the case file. As these records or actions are filed, the clerk enters them in the registers which comprise this series. A register of actions may contain the following entries for each case: name of the attorney for plaintiff and defendant, name of the judge presiding over the case, petitions, complaints, summons, answers to summons, orders from the court, assignment of judges, exhibits, judgment, findings and conclusions, costs, decrees, requests by attorneys for instructions to the jury, verdict, motions for cross complaints or new trials, amendments to previous answers, disclaimers, bonds, and inventories.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of the Registers of Actions since they document individuals and topics useful to legal researchers and historians. This series also has administrative and legal value since it documents the functions of the Third District Court and continues to serve current and future administrative needs [UCA 79 (d) (6)].

AGENCY: District Court (Second District : Davis County)

SERIES: 26067
TITLE: Criminal registers of actions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Davis County)

SERIES: 7163 3
TITLE: Daily court action records
DATES: 1984-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These are records filed with the district court. They document daily actions are filmed solely for security reasons.

RETENTION:

Retain for 9 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2000

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Records Center for 9 years and then destroy.

Microfilm duplicate: Retain in Office for 9 years and then destroy.

APPRAISAL:

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

Records created to document daily court actions. Not intended as a permanent historic record as the daily takes duplicate other court records with permanent retentions.

AGENCY: District Court (Second District : Davis County)

SERIES: 7163
TITLE: Daily court action records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Davis County)

SERIES: 4704 3
TITLE: Guardianship case files
DATES: i 1881-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

In guardianship cases probate is the establishment of a guardian for minors or incompetent adults who hold property that needs management.

RETENTION:

Permanent. Retain for 9 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1882 and continuing to the present. Retain in Office for 9 years and then transfer to State Archives with authority to weed.

Paper: For records beginning in 1912 and continuing to the present. Retain in Office for 9 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 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 (Second District : Davis County)

SERIES: 4704
TITLE: Guardianship case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Davis County)

SERIES: 4681 3
TITLE: Minute Books
DATES: 1896-1975
ARRANGEMENT: Chronological by court date.
DESCRIPTION:

The minute books document the proceedings in civil, criminal, and probate matters in the Davis District Court. Business matters recorded include court site, officers present, jurors selected, and scheduling and assignment of cases. A typical case will span multiple dates and may appear under more than one judge.

RETENTION:

Permanent. Retain for 9 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1896 through 1975. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1976 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).

Disposition based on documentation about individuals, legal procedure, court history and functions. Book(s) serve as a vital record essential for the operation of the court and its ability to fulfill obligations to the public.

AGENCY: District Court (Second District : Davis County)

SERIES: 4681
TITLE: Minute Books

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt. The books in this series include references to adoptions. Because adoptions are sealed for 100 years after birth, any information about an adoption is considered restricted for the same time period. (Utah

AGENCY: District Court (Second District : Davis County)

SERIES: 4654 3
TITLE: Probate case files
DATES: 1870-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

Files involving the formal and informal distribution of estates according to interstate succession, wills, and codicils. Probate case files also pertain to guardianships and sometimes adoptions as well as the estates of deceased persons.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1912 and continuing to the present. Retain in Office permanently or until microfilmed and then transfer to State Archives with authority to weed.

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

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.

AGENCY: District Court (Second District : Davis County)

SERIES: 4654
TITLE: Probate case files

(continued)

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. These books include occasional reference to adoptions.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: District Court (Second District : Davis County)

SERIES: 4733 3
TITLE: Probate record books
DATES: i 1896-
ARRANGEMENT: Chronological
DESCRIPTION:

These record books detail the proceedings in estate and guardianship cases. Personal name change cases may also appear. For deceased persons the will, appraisals and inventories, and the settlements are recorded. For guardianships, the appointment of a guardian and frequently an account of some property are noted. Adoptions records give the full order of adoption, often with statements from both the natural and adoptive parents or a social service agency detailing circumstances of the adoption.

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 permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently.

PRIMARY DESIGNATION:

Public wills, etc. of deceased persons are public.

SECONDARY DESIGNATION(S):

Exempt. any adoption records are sealed for 100 years except upon court order.

AGENCY: District Court (Second District : Davis County)

SERIES: 1573 3
TITLE: Transcripts
DATES: 1901-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Transcripts are a written presentation of testimony given at a trial or at a deposition.

RETENTION:

Retain for 9 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.