

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: 26068

3

TITLE: Civil and criminal case indexes

DATES: 1896-1985.

ARRANGEMENT: Alphabetically by surname.

TOTAL VOLUME: 4.00 reels.

DESCRIPTION:

The Second District Court (Davis County) clerk created indexes to plaintiffs and defendants in order to access case files. Names in the index can be located either by plaintiff or defendant. Information includes the names of parties involved as well as a case number. The same indexes reference both criminal and civil cases heard by the court.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/2009

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.

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

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in accessing the permanent case files and register of action books created by the court.

PRIMARY DESIGNATION:

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: 25022

3

TITLE: Criminal information record book

DATES: 1898-1926.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This volume records information in criminal cases filed with the court by the county prosecutor or district attorney. Entries include the court, the parties in the case, a summary of the charges, the names of the witnesses testifying before the committing magistrate, and sometimes the plea. The first nine pages in the book had been used previously for recording matters pertaining to leasing of school lands in Davis County, 1892-1895.

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).

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.

PRIMARY DESIGNATION:

Public

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: 1570

3

TITLE: Davis and Weber County case files

DATES: i 1907-1909.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Contains historic case files from the 2nd District Court of Weber County.

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).

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

AGENCY: District Court (Second District : Davis County)

SERIES: 30248

3

TITLE: Entry Books

DATES: 1940-1985.

ARRANGEMENT: Chronological by filing date and numerical by filing number.

DESCRIPTION:

This series contains books used to record each document filed with the court.

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 series has permanent historical value as documentation of court administrative operations.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. This series contains information about adoptions and persons deemed incompetent, which is considered private for 100 and 75 years respectively

AGENCY: District Court (Second District : Davis County)

SERIES: 23717

3

TITLE: Estate registers

DATES: 1896-1985.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

These registers contain a register of actions on cases of estate matters. For each case, the date of the individual action is recorded. Actions include the filings of petitions, bonds, inventories, etc. and the issuing of orders, reports, and decrees. Each action is stated in a single line; costs involved are also noted. The name of the principal individual (deceased, minor, etc.) and the name of the attorney is noted.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1896 through 1917. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1917 and continuing to the present. Retain in Office permanently.

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 value(s).

This registry serves as an index to estate cases in the 2th District Court, which in turn provide valuable information for social historians and family historians.

AGENCY: District Court (Second District : Davis County)

SERIES: 23717

TITLE: Estate registers

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Davis County)

SERIES: 1418

4

TITLE: Guardianship and adoption record books

DATES: i 1881-1966.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains records of adoption proceedings and guardianships. Entries for a typical adoption case include statements of the natural parents, the witnesses, and child, if of sufficient age. The statements may record some family details such as child's birth date, legitimacy, abandonment, death of one or both parents, divorce, and other adoption factors. The judge's decree of adoption is also recorded, noting the child's new name. Guardianship records include copies of letters of guardianship, bonds filed, and other documents in regard to the guardianship of the estates of minors or the incompetent .

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in State Records Center for 100 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 vital record essential for the operation of the court and its ability to fulfill obligations to the public.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Davis County)

SERIES: 1418

TITLE: Guardianship and adoption record books

(continued)

SECONDARY DESIGNATION(S):

Exempt. Adoption records are sealed for 100 years

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: 84202

4

TITLE: Inheritance tax liens registers

DATES: i 1903-1965.

ARRANGEMENT: Chronological

DESCRIPTION:

The district court clerk registers the estate settlements showing the heirs , devisees, or grantees, and their relationship to the deceases. 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 liens the lien was also registered.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1903 through 1965.
Retain in State Archives permanently.

AGENCY: District Court (Second District : Davis County)

SERIES: 28751

3

TITLE: Judgment docket books

DATES: 1921-1987.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

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).

Disposition is based on the historic value of these records in documenting essential court activities, particularly in light of the fact that much of the paper case file holdings from the court were filmed and destroyed.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Davis County)

SERIES: 4665

3

TITLE: Judgment record

DATES: 1896-1911.

ARRANGEMENT: Chronological by filing date.

DESCRIPTION:

This series contains the judgment record and summarized case information of individual civil cases (including divorces) and typically includes the names of the parties, case number, date, stipulations and orders, findings of facts and conclusions of law, and a copy of the judgment or decree stating the results of the case including which party prevailed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: 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 vital record essential for the operation of the court and its ability to fulfill obligations to the public.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Davis County)

SERIES: 4703

3

TITLE: Juvenile court record

DATES: 1907-1909.

ARRANGEMENT: Chronological

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 28 years after after birth date of subject of record and then destroy.

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: 11628

3

TITLE: Naturalization record books

DATES: 1896-1929.

ARRANGEMENT: Chronological

DESCRIPTION:

Naturalization record books including petition for naturalization, oath, and order admitting or denying citizenship. Declarations of intention filed previously are attached; there is also a volume of declarations which should be own series. Holdings: Naturalization applications span 1907-1929; the separate declaration volume is 1920-1929.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Petitions for naturalization, GRS-276.

AUTHORIZED: 05-12-2021

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Davis County)

SERIES: 11804

3

TITLE: Naturalization records

DATES: 1907-1938.

ARRANGEMENT: none

DESCRIPTION:

This film includes certificate of citizenship record books, showing limited information on the individual and his renunciation of allegiance to any other country; declaration of intention record books giving information on an individual intending later to apply for citizenship; naturalization record books including more detailed information on the individual's petition for and receipt of citizenship; and loose papers of correspondence, lists of citizenship granted, and petition facts.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Certificates of citizenship, GRS-251.

AUTHORIZED: 05-12-2021

FORMAT MANAGEMENT:

Paper: Retain in Office 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.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Davis County)

SERIES: 28752

3

TITLE: Orders and decrees record books

DATES: 1896-1985.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

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).

Disposition is based on the historic and legal value of these record books in documenting essential court actions, particularly in light of the destruction of physical case files that were filmed and destroyed by the court.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Entries may contain private information associated with probate proceedings.

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.

AGENCY: District Court (Second District : Davis County)

SERIES: 85303

4

TITLE: Will record book

DATES: i 1877-1966.

ARRANGEMENT: chronological by filing date

DESCRIPTION:

This volume contains copies of wills, a legal instrument which divides a person's possessions and assets among his/her beneficiaries. Wills are administered by probate courts if the need arises and give 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 that concern the estate.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: For records beginning in 1877 through 1966.
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1887 through 1966.
Retain in State Archives permanently.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Davis County)

SERIES: 29874

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TITLE: Wills deposited for safekeeping

DATES: 1890-2017.

ARRANGEMENT: Alphabetical.

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:

Retain permanently

DISPOSITION:

Transfer to Archives.

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 with authority to weed.

APPRAISAL:

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

AGENCY: District Court (Second District : Davis County)

SERIES: 29874

TITLE: Wills deposited for safekeeping

(continued)

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)