

Retention and Classification Report

Agency: District Court (Third District : Summit County) (1677)

6300 North Silver Creek Road
Park City, UT 84098
435-336-3030

Records Officer: _____

29659	Administrative records
26615	*Civil action index
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AGENCY: District Court (Third District : Summit County)

SERIES: 29659

1

TITLE: Administrative records

DATES: 1896-

ARRANGEMENT: No arrangement

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

AGENCY: District Court (Third District : Summit County)

SERIES: 26615

3

TITLE: Civil action index

DATES: 1896-1992.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

Comprised of two separate index books, one indexing by plaintiff surname and the other by defendant surname.

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.

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

APPRAISAL:

These records have historical value(s).

Based on their value in accessing the oldest register of action books from the district court in Summit County.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Third District : Summit County)

SERIES: 26613

3

TITLE: Civil case files

DATES: 1896-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Civil case files from Summit County covering approximately 1896-1955.

RETENTION:

Permanent. Retain for 60 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 1955. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1956 and continuing to the present. Retain in Office for 8 years and then transfer to State Records Center. Retain in State Records Center for 52 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).

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.

RETENTION JUSTIFICATION:

AGENCY: District Court (Third District : Summit County)

SERIES: 26613

TITLE: Civil case files

(continued)

Reduced years that records are kept in office before being sent to the Records Center, per request of ERO, in order to free up office space.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Third District : Summit County)

SERIES: 26617

3

TITLE: Civil case index

DATES: Undated

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

Comprised of two volumes, one indexing by plaintiff surname and the other by defendant surname.

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 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).

Based on their value in accessing historic civil case files from the district court in Summit County.

AGENCY: District Court (Third District : Summit County)

SERIES: 26617

TITLE: Civil case index

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Third District : Summit County)

SERIES: 26614

3

TITLE: Civil registers of action

DATES: 1896-1993.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:
Civil register of action books from Summit County.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently 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).

This disposition is based on the legal and historical value of the 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 (Third District : Summit County)

SERIES: 20095

3

TITLE: Criminal case files

DATES: 1907-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Papers in cases in which prosecutions are brought for crimes in the name of the state on the assumption that the injury done is to the public generally.

RETENTION:

Permanent. Retain for 52 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1930 through 1955. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1955 and continuing to the present. Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 50 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. 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 (Third District : Summit County)

SERIES: 20095

TITLE: Criminal case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Third District : Summit County)

SERIES: 27439

3

TITLE: Criminal information record book

DATES: 1895-1950.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This volume records information in criminal cases filed with the Third District Court in Summit County by the county prosecutor or the District Attorney of the Third Judicial District. 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 majority of charges recorded in this record book are felonious in nature. The first two pages in the book had been used previously for recording certificates from the Utah Territorial Dental Board between 1895 and 1897.

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 historically useful record for documenting the operation of the court and its ability to fulfill obligations to the public.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Third District : Summit County)

SERIES: 26619

3

TITLE: Criminal registers of action

DATES: 1977-1993.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Comprised of two register books. The whereabouts of criminal register books prior to 1977 is unknown.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently 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).

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 register of actions that functions as a chronological list of papers filed and fees paid which relate to individual actions.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Third District : Summit County)

SERIES: 28481

3

TITLE: Domestic Case Files

DATES: 1993-

ARRANGEMENT: case number

DESCRIPTION:

These case files from the Third District Court in Summit County document the legal process and the administration of justice in conjunction with a domestic proceeding for the determination of a controversy between parties wherein rights are enforced or protected, or wrongs are prevented or redressed. These cases cannot legally be called "criminal cases." Records and documents pertaining to a particular action are filed together by the court clerk, who is required by the Rules of Civil Procedure to file pleadings and other legal papers. Collectively they constitute the case file.

A domestic action commences with the filing of a complaint with the court or by service to the defendant of a summons together with a copy of the complaint. A unique case number is assigned by the court when the papers are filed with the clerk. The case file for a particular action includes the original complaint or summons together with all legal papers subsequently filed in connection with the court proceeding through disposition or dismissal. Included are such documents as: depositions (or written testimony), interrogatories (a pretrial discovery tool in which written questions are propounded by one party and served to the adversary, who must answer by written replies made under oath), answers, counter claims, replies, motions, petitions, affidavits (written statements made under oath before an officer of the court, notary public, or other authorized person), stipulations (an agreement between attorneys that concerns business before a court and is designed to simplify, shorten, or settle litigation and save costs), exhibit documents (written contracts, bills, receipts, etc.), notices, objections, citations, sheriff's certificates, judge's orders and rulings, judge's instructions to the jury, judge's findings of fact and conclusions of law, final decrees, judgments, and executions (the process of carrying into effect a court's judgment, decree, or order).

Transcripts (an official and certified copy of what transpired in court or at an out-of-court deposition) and exhibits (items of real evidence) are not included in the case files.

Petitions for divorce are the predominant type of action in the domestic case files. Custody and support, paternities, protective orders and cohabitation certified copy of what transpired in

AGENCY: District Court (Third District : Summit County)

SERIES: 28481

TITLE: Domestic Case Files

(continued)

court or at an out-of-court deposition) and exhibits (items of real evidence) are not included in the case files.

RETENTION:

Permanent. Retain for 58 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1993 and continuing to the present. Retain in Office for 8 years and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt. Judicial records are public unless restricted under rules of civil procedure (UCA 63G-2-301-[1][f]). Included are custody proceedings, guardianship files, minutes, & probate records. Wills are generally

AGENCY: District Court (Third District : Summit County)

SERIES: 83861

4

TITLE: Inheritance tax liens registers

DATES: i 1909-1936.

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 purposed. 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 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.

AGENCY: District Court (Third District : Summit County)

SERIES: 27437

3

TITLE: Inventory and appraisal record books

DATES: 1902-1967.

ARRANGEMENT: Chronological by date, thereunder numeric by case number.

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 based on the value of these records in fully documenting probate proceedings in the court as well as the valuable information they contain related to socioeconomic and family data.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Third District : Summit County)

SERIES: 27434

3

TITLE: Judgment dockets

DATES: 1896-1992.

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.

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).

This series is historically valuable since it provides access to the case files and all court proceedings.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Third District : Summit County)

SERIES: 27425

3

TITLE: Judgment record books

DATES: 1896-1967.

ARRANGEMENT: Chronological by filing 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.

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 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 (Third District : Summit County)

SERIES: 27435

3

TITLE: Minute books

DATES: 1896-1981.

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.

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 is based on the value of these records in understanding all actions associated with the case files of the court.

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

AGENCY: District Court (Third District : Summit County)

SERIES: 17540

3

TITLE: Orders and decrees

DATES: 1887-1967.

ARRANGEMENT: Chronological by date.

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. Adoption 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. The county probate court was responsible for the proceedings of these cases until statehood (1896), at which time the probate court was dissolved and the district court assumed the responsibility.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently 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 fully documenting probate proceedings in the court as well as the valuable information they contain related to socioeconomic and family data.

AGENCY: District Court (Third District : Summit County)

SERIES: 17540

TITLE: Orders and decrees

(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

AGENCY: District Court (Third District : Summit County)

SERIES: 23288

3

TITLE: Probate case files

DATES: 1871-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

These case files cover court actions in regard to adoptions, guardianships, and the estates of deceased persons.

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 until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

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. Because 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 the action may well extend indefinitely.

AGENCY: District Court (Third District : Summit County)

SERIES: 23288

TITLE: Probate case files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.

Judicial records are public unless restricted under rules of civil procedure (UCA 63G-2-301-[1][f]). Included are custody proceedings, guardianship files, minutes, & probate records. Wills are generally

AGENCY: District Court (Third District : Summit County)

SERIES: 26616

3

TITLE: Probate register index

DATES: 1871-1988

ARRANGEMENT: Alphabetical by first letter of surname.

DESCRIPTION:

Comprised of one volume labeled "Probate Index." Indexes the probate register of estate books (specifically books C to G).

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 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, and/or legal value(s).

This series has historic and legal value as a tool for locating documentation of the disposition of estates and the legal standing of individuals.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Third District : Summit County)

SERIES: 26616

TITLE: Probate register index

(continued)

SECONDARY DESIGNATION(S):

Exempt.

This series contains information about adoptions, which are sealed for 100 years in accordance with UCA 78-30-15.

AGENCY: District Court (Third District : Summit County)

SERIES: 26618

3

TITLE: Probate registers of action

DATES: 1899-1993.

ARRANGEMENT: Numerical by case number, thereunder chronological by date.

DESCRIPTION:

Comprised of books that read "register of estates" on the spine.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently 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).

Based on the value of these books in accessing historic probate case files from the district court in Summit County.

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.

AGENCY: District Court (Third District : Summit County)

SERIES: 26620

1

TITLE: Transcripts

DATES: Undated

ARRANGEMENT: Unknown

DESCRIPTION:

Comprised of several transcript books from various court cases.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

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.

APPRAISAL:

These records have historical value(s).

Based on the status of these transcripts serving as the only record of this type surviving from the early part of the 20th century for the court.

PRIMARY DESIGNATION:

Public