

## Retention and Classification Report

**Agency:** District Court (Third District : Tooele County) (1678)

47 South Main  
Tooele, UT 84074  
901-967-8857

**Records Officer:** \_\_\_\_\_

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**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 83312

3

**TITLE:** Civil case files

**DATES:** i 1895-

**ARRANGEMENT:** Numerical by case number.

**ANNUAL ACCUMULATION:** 1.40 cubic feet.

**DESCRIPTION:**

Depositions, demurrers, answers, counter claims, replies, motions, petitions, affidavits, exhibits, notices, objections, citations, sheriff's certificates, judge's orders and rulings, judge's findings of fact and conclusions of law, executions, and judge's final decrees. Civil cases refer to those judicial proceedings relating to the enforcement and protection of rights, and the preventing and redressing of wrongs which cannot legally be called criminal cases.

**RETENTION:**

Permanent. Retain for 50 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/2009

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 20 years and then transfer to State Records Center. Retain in State Records Center for 30 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.

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 83312

**TITLE:** Civil case files

(continued)

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 30704

3

**TITLE:** Civil case indexes

**DATES:** 1896-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological by case filing date.

**DESCRIPTION:**

This series contains name indexes created by the court clerk to aid in locating records of civil cases heard by the court.

**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 administrative, and/or historical value(s).  
The records in this series have permanent administrative and historical value as tools for accessing historical records of the court.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 83321

3

**TITLE:** Civil judgments (Tax Commission)

**DATES:** ca. 1895-1971.

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

This series documents actions taken in civil judgments dealing with tax litigation.

**RETENTION:**

Permanent. Retain for 50 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/2015

**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 Office permanently.

**APPRAISAL:**

These records have historical value(s).

This now falls under civil case files

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 83321

**TITLE:** Civil judgments (Tax Commission)

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 30694

3

**TITLE:** Civil registers of actions

**DATES:** 1896-

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

**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:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**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.

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 30694

**TITLE:** Civil registers of actions

(continued)

**APPRAISAL:**

These records have historical value(s).

The records in this series have permanent historical value as summary documentation of civil proceedings handled by the court.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 83313

3

**TITLE:** Criminal case files

**DATES:** i 1895-

**ARRANGEMENT:** Numerical by case number.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Case files are made up of the various documents filed with the Third District Court in Tooele County pertaining to each specific case. The records usually contain information such as the case number, and the names of the defendants, counsel, jurors, and witnesses. The case file may include complaints, indictments, subpoenas, verdicts, warrants of arrest, execution or confinement, warrant returns, affidavits, orders, judgments, appeal notices. Files rarely include transcripts of testimony.

**RETENTION:**

Permanent. Retain for 50 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/2009

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 20 years and then transfer to State Records Center. Retain in State Records Center for 30 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 Office permanently.

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 83313

**TITLE:** Criminal case files

(continued)

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 30663

3

**TITLE:** Criminal registers of actions

**DATES:** 1896-

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

**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:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**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 records in this series have permanent historical value as summary documentation of criminal cases heard by the court and as finding aids in locating records of criminal cases.

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 30663

**TITLE:** Criminal registers of actions

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 3483

3

**TITLE:** Declarations of intention

**DATES:** i 1896-1953.

**ARRANGEMENT:** Chronological by filing date.

**DESCRIPTION:**

These volumes contain completed preprinted declaration of intention forms for county residents seeking to become United States citizens. A declaration of intention preceded a petition to become a citizen by two or more years. The forms included the following information: state; county; name, age, occupation, and description of applicant; place and date of birth; current residence; information on immigration (name of vessel, port arrived, date of arrival); and last foreign residence and name and title of ruler to whom he would renounce allegiance.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Declarations of intention, GRS-256.

**AUTHORIZED:** 05-12-2021

**FORMAT MANAGEMENT:**

Error - Format Type is invalid.

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).

This disposition is based on the record's secondary informational value to researchers. These naturalization records are important sources for both the family historian and historical scholar studying immigration and ethnic settlement in Utah.

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 3483

**TITLE:** Declarations of intention

(continued)

**PRIMARY DESIGNATION:**

Public

This series contains information about individuals, including both adults and minors. Private information in these records is considered public after 75 years for adults and 100 years for minors in accordance with Utah Code 63G-2-310

**SECONDARY DESIGNATION(S):**

Private.

This series contains some private information about individuals, including birth dates. This information is considered private for 75 years if the individual was an adult and 100 years if a minor in accordance

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 30560

3

**TITLE:** Delinquent tax case records

**DATES:** 1969-1972

**ARRANGEMENT:** Generally chronological by filing date.

**DESCRIPTION:**

This series contains records documenting cases brought against taxpayers by the Utah State Tax Commission for delinquent income taxes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Paper: 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 representative documentation of delinquent tax cases handled by the court.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 17539

3

**TITLE:** Estate orders and decrees

**DATES:** 1892-1899.

**ARRANGEMENT:**

**DESCRIPTION:**

This is a probate record book which includes both estates and guardianships.

**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 : Tooele County)

**SERIES:** 3536

3

**TITLE:** Execution record

**DATES:** i 1905-1909.

**ARRANGEMENT:** Chronological by filing date.

**DESCRIPTION:**

This volume contains handwritten copies of sheriff's returns on execution orders of sale. They are used to document the service of execution orders by the county sheriff in accordance with judgments issued by the district court. The executions include the names of plaintiff(s) and defendant(s), judgment rendered, date execution served, and sheriff's signature.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Error - Format Type is invalid.

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).

This series has permanent historical value as documentation of the business and operation of the District Court.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 84205

4

**TITLE:** Inheritance tax liens registers

**DATES:** i 1908-1919.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The district court clerk registers the estate settlements showing the heirs , devisees, or grantees, and their relationship to the deceased. This settlement was then assessed for tax purposes . Appraisal of property is included and the executor or administrator is named. If any real estate was subject to 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 1908 through 1919.  
Retain in State Archives permanently.

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 28525

3

**TITLE:** Inventory, appraisal, and sale record

**DATES:** 1887-1899.

**ARRANGEMENT:** Chronological by filing date.

**DESCRIPTION:**

This series contains a volume used to record the process of inventorying, appraising, and selling property from the estates of deceased individuals. The book contains pre-printed forms that provide space to record such information as the name of the estate, oath of the appraisers, oath of the estate administrator, an inventory list of property in the estate, and the date of filing.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Error - Format Type is invalid.

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).

This series has permanent historical value as documentation of the function of the county tax assessor and as a source of historical information on individuals and property.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 3529

3

**TITLE:** Juror and witness fee books

**DATES:** i 1916-1975.

**ARRANGEMENT:** Chronological by date of the court case.

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

Accounting of fees paid to juries and witnesses in criminal and civil cases, includes the names of jurors or witnesses, the day of the month on which service was rendered, the total number of days, the fee per day and total fee, mileage, travel fees, and the certificate number.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1990

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

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

**APPRAISAL:**

These records have historical value(s).

While this type of record is not typically appraised as having permanent value, these books came into the possession of the State Archives and they were appraised as having permanent historical value as representative examples of this kind of record that was produced by courts through out the state.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 30661

3

**TITLE:** Minute books

**DATES:** 1896-

**ARRANGEMENT:** Chronological by court date.

**DESCRIPTION:**

This series contains the minute books from the Third District Court in Tooele County, with actions from the criminal, civil, and probate divisions appearing throughout. Minute books contain the documentation of daily proceedings of the court but are not transcripts of court cases. Business matters may 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:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**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.

**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.

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 30661

**TITLE:** Minute books

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Exempt.

Exempt: UCA 78-30-15 (2008) occasional references to adoptions are restricted for 100 years.

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 30679

1

**TITLE:** Miscellaneous administrative records

**DATES:** 1896.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains a selection of records created as a result of administering the day to day business of the district court.

**RETENTION:**

Retain permanently

**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).

Records document the historic business administration of the district courts.

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2)(2023).

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 26261

3

**TITLE:** Naturalization certificate books

**DATES:** 1896-1955.

**ARRANGEMENT:** Chronological by date of certificate.

**DESCRIPTION:**

These preprinted stubs kept a record of each certificate of citizenship issued to newly naturalized citizens. A certificate was given to the new citizen and a copy mailed to the federal Bureau of Naturalization. The court clerk kept these stubs which recorded the essential information on the certificate: number; name; age, when and where the declaration of intention was filed; when and where the petition for citizenship was filed; name, age, and residence of wife; name, age, and residence of minor children; date order filed; and holder's signature.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Error - Format Type is invalid.

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).

This series has permanent historical value as documentation of the operation of the district court in matters of naturalization and as documentation of individual naturalizations. The records are important sources for both the family historian and historical scholar studying immigration and ethnic settlement in Utah.



**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 26261

**TITLE:** Naturalization certificate books

(continued)

**PRIMARY DESIGNATION:**

Public      Most of the information in this series is considered public.

**SECONDARY DESIGNATION(S):**

Private.      This series contains some information, most notably birth dates, that are considered private for 75 years in the case of adults and 100 years for minors. (Utah Code 63G-2-310)

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 1550

3

**TITLE:** Naturalization information files

**DATES:** ca. 1930-1974.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This is an informational file on the naturalization process. It is used for reference purposes. The file includes a list of all persons who applied for U.S. citizenship in Tooele County (the list includes petition number, whether application was denied, person's name, whether a declaration of intention was filed or if petition was withdrawn, or if individual was naturalized in the Army); the original and copy of a 1930 Certificate of Naturalization; related correspondence; statement of facts to be used in making declaration of intention (1941); orders amending petition (1936 and 1937); Notice and Objection (1943); five completed petitions; two brochures on the responsibilities of the county clerk (1947 and 1952); and a letter from the State Archives (1974) on the issuance of naturalization information.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 1550

**TITLE:** Naturalization information files

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the evidential and informational value of these records. These files document the evolutionary role the county clerk played in the naturalization process and may be used by researchers in placing the county's naturalization records in context.

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 3481

3

**TITLE:** Naturalization Petition and Record books

**DATES:** 1908-1929.

**ARRANGEMENT:** Chronological by filing date.

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

This series contains books of pre-printed forms used to record petitions from individuals seeking to become naturalized citizens. The forms include space to record such information as the name of the petitioner, place of residence, occupation, date and place of birth, date and place of arrival in the United States, place of declaration of intention, name of spouse, and information about any children of the petitioner. The form also includes an affidavit signed by two witnesses attesting to the residency and character of the petitioner, and oath of allegiance signed by the petitioner, and an order signed by a judge granting citizenship. The naturalization certificate number and the date issued is also noted. In addition to the petition forms, this series also contains some petitioners' original declarations of intention and other attached documentation.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1990

**FORMAT MANAGEMENT:**

Error - Format Type is invalid.

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).

This disposition is based on the record's secondary informational value to researchers. These naturalization records are important sources for both the family historian and historical scholar studying immigration and ethnic settlement in Utah.

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 3481

**TITLE:** Naturalization Petition and Record books

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 28497

3

**TITLE:** Naturalization record

**DATES:** 1904-1906.

**ARRANGEMENT:** Chronological by recording date.

**DESCRIPTION:**

This series contains a single volume of pre-printed forms used by the court to record standardized affidavits of applicants for naturalization and witnesses. The form includes space to record the applicant's name, the date of the affidavit, place of birth, place and date of filing declaration of intention, date of arrival in the United States, the foreign ruler to which the applicant renounces allegiance, and the applicant's signature. Two standard witness affidavits follow each applicant's affidavit. The witness affidavits provide space for such information as the witness' name, place and length of residence, length of acquaintance with the applicant, and witness' signature.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Error - Format Type is invalid.

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).

This series has permanent historical value as documentation of the operation of the district court in matters of naturalization and as documentation of individual naturalizations. The records are important sources for both the family historian and historical scholar studying immigration and ethnic settlement in Utah.

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 28497

**TITLE:** Naturalization record

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 83314

4

**TITLE:** Probate case files

**DATES:** 1871-

**ARRANGEMENT:** Numerical by case number.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Case files pertaining to the estates of the deceased, the incompetent, and minors.

**RETENTION:**

Permanent. Retain for 50 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 20 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

These records have historical value(s).

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. 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 : Tooele County)

**SERIES:** 83314

**TITLE:** Probate case files

(continued)

**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 : Tooele County)

**SERIES:** 17612

3

**TITLE:** Probate indexes

**DATES:** 1919-1993

**ARRANGEMENT:** Chronological by time period, thereunder alphabetical by first letter of surname.

**DESCRIPTION:**

This microfilm includes both probate indexes and registers of action.

**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.

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).

The indexes in this series have permanent value as tools to access permanent probate records created by the court.

**PRIMARY DESIGNATION:**

Exempt	The indexes in this series include information about adoption cases, which is restricted for 100 years after the birth date of the adopted child. (Utah Code 78B-6-141)
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**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 17546

3

**TITLE:** Probate Record books

**DATES:** 1896-1968.

**ARRANGEMENT:** Chronological by document filing date.

**DESCRIPTION:**

This series contains books used create a record of documents as they are filed by the court in probate cases. The record consists of copies of all the various actions, orders, and decrees of the court in the settlement of estates, adoption of children, appointment of guardians, and name changes. While these same documents typically exist in each individual case file, these books provide a record of actions of the court arranged chronologically, rather than by case.

**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.

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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 17546

**TITLE:** Probate Record books

(continued)

**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 : Tooele County)

**SERIES:** 17613

3

**TITLE:** Probate registers

**DATES:** 1896-

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

**DESCRIPTION:**

This series contain registers used to record documents filed in various probate cases. These cases include settlement of estates, adoptions, and name changes.

**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 for 50 years and then transfer to State Archives.

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 summary documentation of probate matters handled by the court.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 17613

**TITLE:** Probate registers

(continued)

Exempt.	This series contains records related to adoptions, which are restricted for 100 years after adoptee date of birth. (Utah Code 78B-6-141)
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**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 30662

3

**TITLE:** Record of Informations

**DATES:** 1957-1967.

**ARRANGEMENT:** Chronological by filing date.

**DESCRIPTION:**

This series contains copies of Information filings for the Third District Court of Tooele County to initiate criminal proceedings in the district court.

**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:** 05/2020. Code of Judicial Administration Appendix F

**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).

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 28583

3

**TITLE:** Record of Wills

**DATES:** 1928-1959.

**ARRANGEMENT:** Chronological by filing date.

**DESCRIPTION:**

This series contains copies of wills filed with the district court. The typescript copies typically include the text of the will, a statement of witnesses, the date of filing, and the signature of the court clerk.

**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).

This series has permanent historical value as documentation of wills filed with the court and the business and procedure of the district court.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 10205

3

**TITLE:** Tooele small claims case files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by docket number

**DESCRIPTION:**

These case files document small claims handled by the Circuit Court and later the District Court.

**RETENTION:**

Retain for 9 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

These records have legal value(s).

This disposition is based on the Judicial Council approved retention schedule.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 10204

3

**TITLE:** Tooele traffic case files

**DATES:** 1980-2015.

**ARRANGEMENT:** Numerical by docket number.

**DESCRIPTION:**

These are traffic case files, which now fall under civil case files.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

These records have legal value(s).

This disposition is based on the Judicial Council approved retention schedule.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 30708

3

**TITLE:** Unidentified index

**DATES:** ca. 1930-1971

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological.

**DESCRIPTION:**

This series contains a booked used to index unknown records. It was held by the district court, but the court clerk did not know what records it indexed.

**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).

The index in this series may have permanent value as an aid in accessing other records.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 17541

3

**TITLE:** Wills and oaths

**DATES:** 1885-1966.

**ARRANGEMENT:**

**DESCRIPTION:**

**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.

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 29934

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)