

Retention and Classification Report

Agency: District Court (Fourth District : Juab County) (1679)

160 North Main
P.O. Box 249
Nephi, UT 84648
435-623-0922

Records Officer: _____

07057	Adoption files
30216	*Attorneys' Receipt for Papers record
85180	*Citizenship certificate stubs
13098	Civil case files
06057	*Civil case indexes
13103	*Civil registers of actions
07712	Criminal case files
18185	*Criminal registers of actions
85224	*Declarations of intention record books
28388	Domestic files
84144	*Inheritance tax liens registers
17822	*Judgment record books
17922	Mental health commitment files
01397	*Minute books
85178	Naturalization record books
17923	Nephi small claims case files
17924	Nephi traffic case files
85179	Preliminary citizenship examination lists
17925	Probate case files
17828	*Probate orders and decrees
01160	Probate record books
17829	*Probate records
13104	Probate register
18198	Probate register index
29589	Wills
29935	*Wills deposited for safekeeping

AGENCY: District Court (Fourth District : Juab County)

SERIES: 7057

3

TITLE: Adoption files

DATES: 1893-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

RETENTION:

Permanent. Retain for 100 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: 07/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after being microfilmed and then transfer to State Records Center. Retain in State Records Center for 95 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Records Center for 100 years or until adoptions made public and then transfer to State Archives with authority to weed.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Exempt Rule 4-202.02(11), CJA

AGENCY: District Court (Fourth District : Juab County)

SERIES: 30216

3

TITLE: Attorneys' Receipt for Papers record

DATES: 1898-1906, 1924-1994.

ARRANGEMENT: Chronological by date received.

DESCRIPTION:

This series appears to be a log maintained by the district court to track documents provided to or checked out by various lawyers and judges.

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 book in this series has permanent historical value as documentation of administrative practices in the court. It also has intrinsic value due to the imagery incorporated in the binding.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt. This record may contain references to adoptions cases, which are restricted for 100 years from the birth of the adopted child. (Utah Code 78B-6-141)

AGENCY: District Court (Fourth District : Juab County)

SERIES: 85180

4

TITLE: Citizenship certificate stubs

DATES: i 1908-1928.

ARRANGEMENT: Numerical by certificate number.

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:

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).

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Juab County)

SERIES: 13098

3

TITLE: Civil case files

DATES: 1896-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

These case files from the Fourth District Court in Juab County document the legal process and the administration of justice in conjunction with a civil proceeding for the determination of a controversy between parties wherein rights are enforced or protected, or wrongs are prevented or redressed. Included are all cases which 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 civil 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), demurrers (which are pleas for the dismissal of a lawsuit on the grounds that even if the statements of the opposition are true, they do not sustain the claim), 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).

Demurrers, pleas, and exceptions for insufficiency were abolished in 1953. 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.

AGENCY: District Court (Fourth District : Juab County)

SERIES: 13098

TITLE: Civil case files

(continued)

Petitions for divorce are the predominant type of action in the civil case files. Suits to recover money are also common. These actions arise out of failure to honor promissory notes or other contract terms and non- payment of rent, lease payments, and court-ordered judgments. Attempts by plaintiffs to recover medical costs and lost income arising out of personal injury cases resulting from alleged carelessness or neglect appear frequently. These include traffic mishaps or accidents involving neighbors, employees, or business customers. Property cases include disputed ownership, damage, and contested improvements.

Legal actions include voluntary withdrawal or dissolution of corporations as well as petitions for a writ of habeas corpus (a court order requiring that a prisoner be brought before a judge to decide the legality of his detention or imprisonment). Court business (grand jury lists and reports, orders summoning persons to serve as jurors, various writs, etc.) have also been assigned civil case numbers.

According to statute, the district court has jurisdiction in all civil matters not excepted by the state constitution and not prohibited by law. During each calendar year the court is required to hold at least three terms at the county seat of each county within the district. The county clerk in each county serves as ex- officio clerk to the court and is responsible for maintaining the case files for actions arising in that county.

Responsibility for cases involving minimal monetary claims was reassigned to the newly created small claims departments of inferior courts in 1933. When inferior courts have original jurisdiction, the district court is limited to hearing appeals. Included are violations of city and town ordinances, as well as minor traffic laws, where a City Court or Justice of the Peace Court is established. Upon receipt of an appeal, the district court conducts a complete retrial of the case.

AGENCY: District Court (Fourth District : Juab County)

SERIES: 13098

TITLE: Civil case files

(continued)

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 5 years and then transfer to State Records Center. Retain in State Records Center for 45 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.

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 (Fourth District : Juab County)

SERIES: 13098

TITLE: Civil case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Juab County)

SERIES: 6057

4

TITLE: Civil case indexes

DATES: 1896-1985.

ARRANGEMENT: Alphabetical by first letter of surname

DESCRIPTION:

This series contains civil case alphabetic indexes created by the Court to record the names of the parties involved in actions and provide assigned case numbers, facilitating clerical management of and access to the case files. The indexes contain plaintiff name, defendant name, date of filing and case file number. Each index contains an alphabetic listing by plaintiff and by defendant.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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 administrative, historical, and/or legal value(s).

This disposition is based on the 1993 records retention policy of the Utah Judicial Council (in UCA, Utah Court Rules Annotated, Appendix F), which has remained unchanged since the 1980 issue of the state Records Retention Schedule (Utah State Archives and Records Services, Department of Finance, 1980, page 1). The indexes have historical, administrative, and legal value and facilitate access to the permanent civil case files which provide documentation about individuals, legal procedure, court history and functions, and other topics useful to legal researchers and historians.

AGENCY: District Court (Fourth District : Juab County)

SERIES: 6057

TITLE: Civil case indexes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Juab County)

SERIES: 13103

3

TITLE: Civil registers of actions

DATES: 1896-1985.

ARRANGEMENT: Numerical by case number, thereunder chronological
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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: District Court (Fourth District : Juab County)

SERIES: 13103

TITLE: Civil registers of actions

(continued)

APPRAISAL:

These records have administrative, historical, and/or legal 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 (Fourth District : Juab County)

SERIES: 7712

3

TITLE: Criminal case files

DATES: 1892-

ARRANGEMENT: Numerical by case number.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

these are the court case files for all criminal cases that were tried in Juab County.

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: 07/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 45 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.

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. The value

AGENCY: District Court (Fourth District : Juab County)

SERIES: 7712

TITLE: Criminal case files

(continued)

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 (Fourth District : Juab County)

SERIES: 18185

4

TITLE: Criminal registers of actions

DATES: 1895-1985.

ARRANGEMENT: Numerical by case number, thereunder chronological
DESCRIPTION:

This series documents the individual criminal cases tried by the Fourth District Court in Juab County. Actions taken in each case are recorded on separate documents and then filed together to become the case file. As these documents enter the case file they are recorded in the Criminal registers of Actions.

Registers function as a chronological list of the actions taken in each criminal cases. A register of actions can contain the following: attorney for plaintiff and defendant, name of the judge presiding over the case, petitions, complaint, summons, answers to summons, orders from the court, assignment of judges, exhibits, judgment, findings and conclusions, costs, decrees, requests by the attorneys for instructions to the jury, verdict, motions for cross complaints or new trials, amendments to previous answers, and disclaimers.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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 administrative, historical, and/or legal 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 District Court and continues to serve current and future administrative needs [UCA 79 (d) (6)].

AGENCY: District Court (Fourth District : Juab County)

SERIES: 18185

TITLE: Criminal registers of actions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Juab County)

SERIES: 85224

4

TITLE: Declarations of intention record books

DATES: 1896-1958.

ARRANGEMENT: Chronological. After 1906 also numerical by case number. Volume 3 is in reverse chronological and numerical order.

DESCRIPTION:

These volumes contain declarations of individuals' intentions to later become United States citizens. The first forms contain blanks only for the individual's name, sovereign, date, and signatures of the individual and the clerks witnessing his statement. Beginning in 1906, the courts were required to use more detailed forms in volumes furnished by the Bureau of Immigration and Naturalization.

The forms contain blanks for the name and location of the court; individual's name, occupation, personal description, birth date and place, and current residence; the location from which he emigrated and the vessel name; last foreign residence; name and title of ruler from whom he would be renouncing allegiance; and the port and date of arrival in the U.S.

By 1917, additional blanks were inserted for marital status, and if applicable, wife's name (spouse's name after 1922), birthplace, and residence. By the 1930s more blanks were added for sex, race, present nationality; marriage date and place; the number of children with their names, birth date, birthplace, and residence; any previous declaration of intention with number, location, and court; and his or her name at entry. In 1941 a sentence was added regarding any departures from the U.S., with a table in which to record dates of departure and return, the ports used, and the vessel name.

In 1952, the filing of a declaration of intention at least two years prior to applying for citizenship became an optional rather than a mandatory step toward naturalization. The series was begun at statehood when Juab County was moved to the 5th judicial district; it was moved to the 4th district in 1977.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AGENCY: District Court (Fourth District : Juab County)

SERIES: 85224

TITLE: Declarations of intention record books

(continued)

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1896 through 1951.
Retain in State Archives permanently with authority to weed.

Microfilm master: For records beginning in 1896 through 1951.
Retain in State Archives permanently with authority to weed.

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

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Juab County)

SERIES: 28388

3

TITLE: Domestic files

DATES: 1980 -

ARRANGEMENT: Numeric by Case Number

DESCRIPTION:

These files document the legal process and the administration of justice in domestic matters heard by the Fourth District Court (Juab County).

RETENTION:

Permanent. Retain for 55 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: 11/2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 15 years and then transfer to State Records Center. Retain in State Records Center for 35 years and then transfer to State Archives with authority to weed.

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

APPRAISAL:

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

These case files have ongoing evidentiary and research value.

These case files document legal rights.

AGENCY: District Court (Fourth District : Juab County)

SERIES: 28388

TITLE: Domestic files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Court rules 4-202.02(4)(B)(i)

AGENCY: District Court (Fourth District : Juab County)

SERIES: 84144

4

TITLE: Inheritance tax liens registers

DATES: i 1916-1953.

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 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 (Fourth District : Juab County)

SERIES: 17822

3

TITLE: Judgment record books

DATES: 1896-1973.

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 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 (Fourth District : Juab County)

SERIES: 17922

3

TITLE: Mental health commitment files

DATES: 1900-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

RETENTION:

Permanent. Retain for 10 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: 07/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center permanently or until microfilmed and then transfer to State Archives with authority to weed.

AGENCY: District Court (Fourth District : Juab County)

SERIES: 1397

4

TITLE: Minute books

DATES: 1896-1985.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These minute books document the daily proceedings of the court but are not transcripts of court cases. Business matters include court site and officers present, jury selection, judicial appointments, expense claims, as well as entries noting the day's proceedings on various cases. A typical case will span multiple dates and will include an indictment or indication of the filed complaint, procedural issues, presentation of the case, witnesses' names, the verdict, and precise sentencing or settlement. From 1969 to 1977, Juab County was part of the Fifth District Court. In 1977 the county joined the Fourth District.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: For records beginning in 1917 through 1985.
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1917 through 1985.
Retain in State Archives permanently.

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 (Fourth District : Juab County)

SERIES: 1397

TITLE: Minute 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 (Fourth District : Juab County)

SERIES: 85178

4

TITLE: Naturalization record books

DATES: i 1904-

ARRANGEMENT: Chronological. After 1906, also by volume and petition number.

DESCRIPTION:

These volumes contain documentation of the final steps of becoming a United States citizen. They include petitions for naturalization, certificates of citizenship, and accompanying documentation. The first preprinted forms consisted of an applicant's affidavit and witness affidavits, as well as a certificate of citizenship. The applicant's affidavit gave his name, birthplace, court and date of declaration of intention, sovereign, and date of admission to the United States. The affidavit included an oath of renunciation to his former sovereign and a declaration regarding character and health. The affidavits of two witnesses confirmed the applicant's statements and declared his worthiness to become a citizen. A copy of a certificate of citizenship form was then completed reiterating this information and ordering his admittance as a citizen.

After 1906, courts were required to use preprinted forms in volumes issued by the federal Bureau of Immigration and Naturalization. Petitions included the individual's name, residence, occupation, birth date and place; place from which emigrated, date, port of arrival, and vessel name; date and court where he declared his intention of becoming a citizen; wife's name, birthplace, and residence; and any previous petitions for citizenship. Later there were blanks to record his children's names, birth dates, birthplaces, and residences. Two citizen witnesses validated the individual's petition information and declared he was of good moral character. The printed oath of allegiance and court order admitting the applicant as a citizen are included. Later space was added for memoranda, including space to record the denial, not just the acceptance, of the petition.

In 1941, a sentence was added regarding any departures from the United States with a table in which to record dates of departure and return, ports used, and vessel name. Various corroborating documents had to be produced at the time of the hearing and are usually bound into the volumes along with the petitions. They include declarations of intention, certificates of military service, certificates of arrival, witness depositions, correspondence, and occasionally court orders revoking citizenship. The series was begun when Juab County was part of the 5th judicial district; the county was moved to the 4th district in 1977.

AGENCY: District Court (Fourth District : Juab County)

SERIES: 85178

TITLE: Naturalization record books

(continued)

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Juab County)

SERIES: 17923

3

TITLE: Nephi small claims case files

DATES: 1966-

ARRANGEMENT: Numerical by case file number

DESCRIPTION:

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: 07/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Juab County)

SERIES: 17924

3

TITLE: Nephi traffic case files

DATES: 1960-

ARRANGEMENT: Numerical by case file number

DESCRIPTION:

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

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 for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Juab County)

SERIES: 85179

4

TITLE: Preliminary citizenship examination lists

DATES: i 1930-

ARRANGEMENT: Reverse chronological and numerical order.

DESCRIPTION:

This volume contains forms recommending that petitions to become U.S. citizens be denied, or that they be granted, and the order of denial or admission to U.S. citizenship. Each form lists the petition number, the applicant's name, and a brief reason for the recommendation. The forms were completed as part of a preliminary examination of applicants, eliminating the necessity of interviewing each applicant and his witnesses at the final court hearing.

The series was begun when Juab County was in the 5th judicial district; it was moved to the 4th district in 1977.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have historical value(s).

AGENCY: District Court (Fourth District : Juab County)

SERIES: 17925

3

TITLE: Probate case files

DATES: 1896-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

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: 07/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 45 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 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 (Fourth District : Juab County)

SERIES: 17925

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 (Fourth District : Juab County)

SERIES: 17828

3

TITLE: Probate orders and decrees

DATES: 1896-1971.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These books contain copies of orders and decrees for probate cases.

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.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt. (UCA 78-30-15) adoptions sealed for 100 years.

AGENCY: District Court (Fourth District : Juab County)

SERIES: 1160

4

TITLE: Probate record books

DATES: 1883-

ARRANGEMENT: Numerical by case number.

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:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Juab County)

SERIES: 1160

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 (Fourth District : Juab County)

SERIES: 17829

3

TITLE: Probate records

DATES: 1908-1909.

ARRANGEMENT:

DESCRIPTION:

reel 95087 includes marriages 1933-1941

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 (Fourth District : Juab County)

SERIES: 13104

3

TITLE: Probate register

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

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 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 State Archives permanently with authority to weed.

AGENCY: District Court (Fourth District : Juab County)

SERIES: 18198

3

TITLE: Probate register index

DATES: 1883-

ARRANGEMENT: chronological

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: District Court (Fourth District : Juab County)

SERIES: 29589

3

TITLE: Wills

DATES: 1896-

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

DESCRIPTION:

This series contains wills filed with the District 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.

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

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the disposition of property in the probate process and the work handled by the district court.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Juab County)

SERIES: 29935

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)