Retention and Classification Report

Agency: District Court (Fourth District : Millard County) (1680)

765 South Highway 99 Suite 6
Fillmore, UT 84631
435-743-6923

Records Officer: _____

04508	Civil case files
09993	Criminal case files
83443	Judgment docket books
18186	Judgment record books
01406	Minute books
18197	Probate case registers of action index

AGENCY: District Court (Fourth District : Millard County)

SERIES: 4508 3
TITLE: Civil case files
DATES: 1896-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

Original complaint or summons, and all legal papers filed through disposition or dismissal of civil cases, the proceedings between parties wherein rights are enforced or protected, or wrongs are prevented or redressed, which cannot legally be called criminal cases, involving real property and incidents in Millard County. Transcripts and exhibits are not included. Civil cases include petitions for divorce, suits to recover money, voluntary withdrawal or dissolution of corporations, and writs of habeas corpus. For the approximately twenty years following statehood, grand jury reports and lists, various writs, oaths of office, etc, were also assigned civil case numbers.

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 permanently or until microfilmed and then destroy provided microfilm has passed inspection.

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 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

AGENCY: District Court (Fourth District : Millard County)

SERIES: 4508
TITLE: Civil case files

(continued)

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 (Fourth District : Millard County)

SERIES: 9993 3
TITLE: Criminal case files
DATES: 1896-
ARRANGEMENT: Numerical by case number
DESCRIPTION:

Indictments, subpoenas, verdicts, warrants, returns of warrants, informational papers, affidavits, affidavits of impecuniosity, court orders, judgments,warrants of execution and confinement, warrants of death, notices of appeal, demurrers, answers to demurrers, complaints, and orders to show cause that constitute criminal case files tried by the Fifth District Court in Millard County. Includes predominantly first, second and third degree felonies, but also misdemeanor and juvenile 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 permanently or until microfilmed and then destroy provided microfilm has passed inspection.

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AGENCY: District Court (Fourth District : Millard County)

SERIES: 9993
TITLE: Criminal case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Millard County)

SERIES: 83443 3
TITLE: Judgment docket books
DATES: i 1895-
ARRANGEMENT: Alphabetical by name.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These volumes serve as an alphabetical index to judgments rendered by the Fifth Judicial District Court in and for Millard County. Case information includes the name of the judgment debtor, the name of the judgment creditor, the register number, the court where filed, the date of judgment, the original date of docketing (for cases docketed outside the fifth district), the date of docketing in the fifth district, the amount of the judgment, the book and page number in the judgment record, the date appealed, the judgment of the appellant court, and satisfaction.
Volumes were used simultaneously, resulting in a considerable overlapping of the dates cases were initiated. As index sections for more commonly used letters were filled, the clerks began making entries in a newer volume while continuing to make other entries indexed under less commonly used letters in the old one. The first four volumes in the series are stored at the Utah State Archives. Cases in volume 1 date from 1895, those in volume 2 date from 1923, those in volume 3 date from 1937, and those in volume 4 date from 1959. Entries in volume 4 state that a fifth volume is now in use by the agency.

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: 12/1988

FORMAT MANAGEMENT:

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

AGENCY: District Court (Fourth District : Millard County)

SERIES: 83443
TITLE: Judgment docket books

(continued)

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 : Millard County)

SERIES: 18186 3
TITLE: Judgment record books
DATES: 1899-
ARRANGEMENT: Chronological by date.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

The text of judgments rendered in court cases are recorded in these volumes. Included are findings of fact, conclusions of law, and the decree or judgment. Recorded information includes the names of the parties involved, date, a summary of the case and findings, decisions rendered, and the names of officials. A case number is recorded in some instances.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Millard County)

SERIES: 1406 4
TITLE: Minute books
DATES: 1896-
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. The court handled civil, criminal, and probate cases (including adoption, guardianship, and name changes).

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: For records beginning in 1896 through 1948. Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1896 through 1948. Retain in State Archives permanently.

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

APPRAISAL:

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

This retention is based on the Judicial Council Retention Schedule and the historical value of these records to document the proceedings of district courts.

AGENCY: District Court (Fourth District : Millard County)

SERIES: 1406
TITLE: Minute books

(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 (Fourth District : Millard County)

SERIES: 18197 3
TITLE: Probate case registers of action index
DATES: 1896-
ARRANGEMENT: unknown
DESCRIPTION:

This index has: old civil cases not in a register, old probate cases not in a register, followed by an index to probate registers, followed by an index to criminal registers. (Index filmed in July 1966)

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2009

FORMAT MANAGEMENT:

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