

Retention and Classification Report

Agency: District Court (Fourth District : Wasatch County) (1681)

1361 South US Highway 40
P.O. Box 730
Heber City, UT 84032
435-654-5281

Records Officer: _____

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AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 30975

3

TITLE: Adoption case files

DATES: 1994-

ARRANGEMENT: Numerical by case file number.

DESCRIPTION:

These files document court proceedings in adoption placements for children, may include decrees granting temporary custody or final adoption.

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. Utah Code of Judicial Administration Appendix F (B)(10)

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.

APPRAISAL:

These records have legal value(s).

PRIMARY DESIGNATION:

Exempt Adoptions are sealed by law for 100 years.

AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 85182

4

TITLE: Citizenship certificate stubs

DATES: i 1907-1924.

ARRANGEMENT: The stubs are arranged by certificate and volume number. The certificate numbers were issued in chronological order.

DESCRIPTION:

This series contains stubs for certificates of citizenship issued by the court to newly naturalized citizens. The court clerk was responsible for sending the federal Bureau of Immigration and Naturalization a duplicate of the certificate, "and to make and keep on file in his office a stub for each certificate so issued by him, whereon shall be entered a memorandum of all the essential facts set forth in such certificate." The preprinted stub forms were in volumes issued by the Bureau of Naturalization.

The essential facts included both filing information and personal history data: certificate number; name; age; declaration of intention filing data; petition for citizenship filing data; name, age, and residence of wife; names, ages, and residences of minor children; date of order admitting to citizenship with volume and page recorded; and signature of holder.

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 : Wasatch County)

SERIES: 84612

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 Wasatch 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:

Permanent. Retain for 40 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: 07/1983

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 35 years and then transfer to State Archives.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 84612

TITLE: Civil 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 (Fourth District : Wasatch County)

SERIES: 84158

4

TITLE: Civil registers of actions

DATES: 1896-

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:

Permanent. Retain for 9 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: 07/1989

AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 84158

TITLE: Civil registers of actions

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office for 9 years and then microfilm and transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

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

APPRAISAL:

These records have historical value(s).

This retention reflects a previous decision by the Judicial Council (1983) and the historical value of these records to document actions taken in civil cases in Wasatch County.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 17481

3

TITLE: Criminal case files

DATES: 1900-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Case files are made up of the various documents filed with the Fourth District Court in Wasatch 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.

First, second, and third degree felony cases are the predominant case file type within this series (a major crime for which the maximum imprisonment is more than one year in a state correctional institution). This would include first degree offenses such as murder, rape, aggravated kidnapping, aggravated burglary and robbery, arson, and possession with intent to distribute drugs. Second degree offenses include: manslaughter, robbery, residential burglary, kidnapping, perjury, forgery, theft of property valued over \$1,000.00, forcible sexual abuse, and intentional child abuse. Third degree felonies include: burglary of non-dwellings, theft, aggravated assault, forgery, unlawful sexual intercourse, joyriding, possession with intent to distribute marijuana or cocaine, and false or forged prescriptions.

This series also contains misdemeanor cases which are punishable by a county jail term of up to one year and/or a fine. Misdemeanors include: negligent homicide, driving under the influence, theft, assault on a police officer, criminal mischief, resisting arrest, reckless driving, possession of marijuana, shoplifting, trespassing, and possession of a concealed weapon.

Juvenile cases tried prior to 1907 can also be found in this series. In 1907, a separate statewide juvenile court was established allowing juvenile court jurisdiction in all matters involving children 18 years of age and younger, including parents and guardians of juvenile delinquents.

Missing cases should not be found in appellate court records since the Supreme Court is required by law [Rule 76 (d)] to remit their decision to the District Court "together with such papers transmitted to the Supreme Court on appeal." Furthermore, Rule 75 (n) states that after the appeal has been disposed of, any

AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 17481

TITLE: Criminal case files

(continued)

original papers should be returned to the custody of the district court. Cases which are appealed to the District Court from lower courts will be found in this series.

RETENTION:

Permanent. Retain for 30 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 25 years after being microfilmed 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 (Fourth District : Wasatch County)

SERIES: 17481

TITLE: Criminal case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 10149

4

TITLE: Declaration of intention record books

DATES: i 1896-1935.

ARRANGEMENT: none

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.

Very few declarations were filed during the 1930s, so in 1935 the court decided to relinquish jurisdiction in the matter, referring individuals instead to the U.S. District Court in Salt Lake City.

RETENTION:

Permanent. Retain for 9 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 9 years and then microfilm and transfer to State Archives with authority to weed.

AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 10149

TITLE: Declaration of intention record books

(continued)

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 10146

4

TITLE: Declarations of intention and naturalization record books

DATES: i 1896-1935.

ARRANGEMENT: Chronological.

DESCRIPTION:

These volumes document the initial declaration of an individual's intention of becoming a U.S. citizen (1896-1935) and the final steps in becoming a citizen (1906-1935). The latter include petitions for naturalization, certificates of citizenship, and accompanying documentation. After 1906, the data are recorded on forms furnished by the Bureau of Naturalization.

The information on the declarations of intention varied over time, starting with the applicant's name, sovereign, dates, and official signatures, and increasing to include more detail about the origin of the immigrant and family members.

On the petitions for citizenship, detailed personal, family, and emigration data were recorded from 1906 on. On these also were recorded affidavits of two citizen witnesses validating the individual's petition information and declaring he was of good moral character, oaths of allegiance, and the court order admitting the petitioner to citizenship. Various corroborating documents are bound into the volumes along with the petitions, including declarations of intention filed earlier in a variety of courts, certificates of arrival, witness depositions, and occasional correspondence.

Very few of either category of documents were filed in the 1930s, so in 1935 the court relinquished jurisdiction in all naturalization matters, referring individuals instead to the U.S. Circuit Court at Salt Lake City.

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 : Wasatch County)

SERIES: 10146

TITLE: Declarations of intention and naturalization record books

(continued)

APPRAISAL:

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

This series is the only copy the archives holds of certain documents belonging to series 10149 (declarations of intention) and series 84156 (naturalization records).

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 30974

3

TITLE: Domestic case files

DATES: 1994-

ARRANGEMENT: Numeric by case number.

DESCRIPTION:

This series contains domestic cases filed with the district court, and include cases for divorce, paternity, child custody, and protective order cases.

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. Utah Code of Judicial Administration Appendix F (B)(10)

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.

APPRAISAL:

These records have legal value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. Utah Code 63G-2-310(2008).

AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 83879

3

TITLE: Inheritance tax liens registers

DATES: i 1905-1914.

ARRANGEMENT: Numerical by case number.

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.

Paper: 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 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 : Wasatch County)

SERIES: 84160

3

TITLE: Judgment docket books

DATES: 1893-

ARRANGEMENT: Alphabetical by name of judgment debtor

DESCRIPTION:

This volume serves as an alphabetical index to judgments rendered by the district court. It includes: the name of the judgment debtor, name of judgment creditor, the judgment, time of entry, book and page recorded in judgment record; date appealed, judgment of appellant court, and satisfaction.

RETENTION:

Permanent. Retain for 9 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 9 years after being microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

Paper: For records beginning in 1891 through 1915. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This retention is based on the Judicial Council's Decision (1983) and the historical value of this volume to document the judgments rendered in civil cases in the Fourth District Court.

AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 84160

TITLE: Judgment docket books

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 10081

3

TITLE: Judgments

DATES: 1900-

ARRANGEMENT: Numerical by book number, thereunder chronological
DESCRIPTION:

This series documents judgments for civil matters processed and filed in the Fourth District Court in Wasatch County. The records provide information on the actual court case including information generated during or after the final judgment. They may also contain information from governmental agencies including: the Tax Commission, Industrial Commission, and Unemployment.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/2003

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.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 10081

TITLE: Judgments

(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 : Wasatch County)

SERIES: 9889

3

TITLE: Minutes

DATES: 1896-

ARRANGEMENT: Chronological

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 for 9 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 84156

4

TITLE: Naturalization record books

DATES: i 1896-1935.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

These volumes document the final steps of becoming a United States citizen. They include petitions for naturalization, certificates of citizenship, and accompanying documentation. The first volume contains only certificates of citizenship. Each form gives the date, applicant's name, former town and country, current residence, and a standardized summary that the applicant had conformed to the legal requirements, producing necessary evidence and taking the necessary oaths. The judge then signed admitting the applicant as a citizen.

By late 1903, the 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, sovereign, date and court where he had declared his intention to become a citizen, and date of entrance to the United States. Occasionally, the original declaration of intention is filed in the book as documentation. The affidavit included an oath of renunciation of allegiance to his former sovereign and a declaration of the applicant's 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 was completed reiterating this information and ordering his admittance as a citizen.

After 1906, courts were required to use preprinted forms in volumes furnished by the Bureau of Immigration and Naturalization. These include detailed petitions for naturalization and accompanying documentation. The petitions have blanks for name; residence; occupation; birthdate and place; emigration data including vessel name and ports; wife's name, birthplace, and residence; his children's names, birthdates and places, and residences; and any previous petitions filed. An oath against anarchy and polygamy was taken and former citizenship renounced. There was also space on the petition for affidavits of witnesses and a preprinted oath of allegiance and court order admitting the petitioner to citizenship. Later space was added to record continuances, denial of citizenship, etc.

Corroborating documentation included declarations of intention from a variety of courts, certificates of arrival, and questionnaires submitted prior to the petition which included much the same information with the addition of mother's maiden name, names of persons the individual was coming to in the U.S., names of other passengers, etc.

AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 84156

TITLE: Naturalization record books

(continued)

Rather than filing locally, many people apparently filed with the U.S. District Court in Salt Lake City. Because so few naturalization petitions had been filed with the court in the 1930s, the Fourth District Court for Wasatch County relinquished jurisdiction in naturalization cases in 1935.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 9 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

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

APPRAISAL:

These records have historical value(s).

This retention reflects a previous decision by the Judicial Council (1983) and the historical value of these records to document the naturalization process.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 3590

3

TITLE: Probate case files

DATES: 1883-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Probate case files from the Fourth District Court in Wasatch County primarily involve the probate of estates for deceased persons and guardianship for minors and incompetent persons. Probate is judicial oversight of property in transition. Probate of estates is the process by which a deceased person's property is identified and maintained, his debts and taxes paid, and then remaining property distributed to beneficiaries as specified in a will or as required by law for persons who die intestate (without a will). In guardianship cases probate is the establishment of a guardian for minors or incompetent adults who hold property that needs management. In addition to probate these case files also include name changes and some adoptions.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Error - Format Type is invalid.

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 (Fourth District : Wasatch County)

SERIES: 3590

TITLE: Probate 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. 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.

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 : Wasatch County)

SERIES: 84155

3

TITLE: Probate minutes

DATES: 1908-1919.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

This book contains the minutes of the proceedings of probate court sessions in Wasatch County. These holographic accounts contain the date, names of the judge and clerk, name of estate, types of orders and papers filed (i.e., petitions for letter of administration, orders of publication, orders appointing appraisers), and signatures of judge and court clerk.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 9 years and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

This retention is based on decision of the Judicial Council (1983) and the historical value of these records to document probate cases. This information is valuable to both local and family historians.

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 : Wasatch County)

SERIES: 1378

4

TITLE: Probate record books

DATES: i 1862-1964.

ARRANGEMENT: Chronological

DESCRIPTION:

These record books detail the proceedings in estate and guardianship cases. Personal name change cases may also appear. For deceased persons the will, appraisals and inventories, and the settlements are recorded. For guardianships, the appointment of a guardian and frequently an account of some property are noted. 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. These volumes contain copies of probate orders and decrees filed in Wasatch County. Each volume is labeled numerically (5-15). They contain copies of orders and decrees stamped with date and book and page recorded. They include: the name of the estate, date, names of parties involved (administrators, executors, beneficiaries), name of judge and name of clerk. Volume 7 (1917-1919) also contains a probate register which includes: the case number, name of estate, list of papers filed and decisions rendered. Each paper is stamped with book and page as it is filed with the court clerk.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently.

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

Microfilm duplicate: Retain in Office permanently after being microfilmed.

APPRAISAL:

These records have historical value(s).

This retention reflects a previous decision of the Judicial Council (1983) to maintain district court records for nine years and then to microfilm and destroy the original. This retention is based on the historical value of these records.

AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 1378

TITLE: Probate record books

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 9869

3

TITLE: Probate register

DATES: 1897-

ARRANGEMENT: Chronological

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 for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 84162

3

TITLE: Wills

DATES: 1891-1916.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

This volume contains holographic copies of wills probated in Wasatch County. It includes: name of estate and place of residence; lists of heirs and bequests; names of witnesses; and date recorded. It also includes an alphabetical index containing name and page numbers.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 9 years and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

This retention is based on a Judicial Council's Decision (1983) and the historical value of these records. Wills are very important records for both genealogical and historical research.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 29876

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:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2008. Utah Court Retention Schedule (A)(6)(f) (2008).

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 49 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: District Court (Fourth District : Wasatch County)

SERIES: 29876

TITLE: Wills deposited for safekeeping

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302 (1)(b), (2)(b), and 2(d)(2018)

SECONDARY DESIGNATION(S):

Public. Utah Code 63G-2-310 (2008)