

## Retention and Classification Report

**Agency:** District Court (Second District : Weber County) (1687)

2525 Grant Ave.  
P.O. Box 140448  
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**Records Officer:** \_\_\_\_\_

23608	Abstract registers
10214	Abstracts of judgments
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**AGENCY:** District Court (Second District : Weber County)

**SERIES:** 23608

1

**TITLE:** Abstract registers

**DATES:** 1961-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office 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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Second District : Weber County)

**SERIES:** 10214

3

**TITLE:** Abstracts of judgments

**DATES:** 1960-

**ARRANGEMENT:** Chronological, thereunder numerical by case number

**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 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 (Second District : Weber County)

**SERIES:** 6875

3

**TITLE:** Adoption case files

**DATES:** 1924-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**  
Files of adoption proceedings.

**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 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.

**APPRAISAL:**

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

This series has permanent historical and legal value as documentation of the legal adoption and identity of individuals.

**AGENCY:** District Court (Second District : Weber County)

**SERIES:** 6875

**TITLE:** Adoption case files

(continued)

**PRIMARY DESIGNATION:**

Exempt Rule 4-202.02(11), CJA Sealed for 100 years.

**AGENCY:** District Court (Second District : Weber County)

**SERIES:** 6659

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, involving real property and incidents in Weber 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.

**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 permanently or 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 State Archives permanently with authority to weed.

Paper: 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

**AGENCY:** District Court (Second District : Weber County)

**SERIES:** 6659

**TITLE:** Civil case files

(continued)

action may well extend beyond their immediate administrative use.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Second District : Weber County)

**SERIES:** 6964

3

**TITLE:** Civil judgments

**DATES:** 1981-

**ARRANGEMENT:** Numerical by book and page

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**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 refile into case file.

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.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** District Court (Second District : Weber County)

**SERIES:** 5109

3

**TITLE:** Court hearing transcript (William Bailey versus Sidney Stevens)

**DATES:** 1898-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Contains a transcript of a historic case heard in the Weber County court.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**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 (Second District : Weber County)

**SERIES:** 6954

3

**TITLE:** Criminal case files

**DATES:** 1896-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Case files are made up of the various documents filed with the Second District Court in Weber 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:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1938 and continuing to the present. Retain in Office permanently or 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.

Paper: For records beginning in 1896 through 1938. Retain in State Archives permanently with authority to weed.

**AGENCY:** District Court (Second District : Weber County)

**SERIES:** 6954

**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 (Second District : Weber County)

**SERIES:** 83896

4

**TITLE:** Declarations of intention record books

**DATES:** i 1906-

**ARRANGEMENT:** Entries are arranged numerically by case number within consecutively numbered volumes.

**DESCRIPTION:**

These volumes record the intent for Weber County residents to become United States citizens. A declaration of intention preceded a petition to become a citizen by two or more years. The forms contain blanks for: state; county; court; 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 be renouncing allegiance. By 1916, additional blanks were added to record marital status, and if married, wife's name, birthplace, and birth date. The applicant took an oath to express intention to become a permanent U.S. citizen and make the country his permanent residence. Space was provided for his signature and that of the court clerks.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 02/1989

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

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

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

**APPRAISAL:**

These records have historical value(s).

This retention is based on the historical value of these records. These records are important for both the genealogist and the historian studying immigration.

**AGENCY:** District Court (Second District : Weber County)

**SERIES:** 83896

**TITLE:** Declarations of intention record books

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Second District : Weber County)

**SERIES:** 11946

3

**TITLE:** Grand jury case files

**DATES:** 1966-

**ARRANGEMENT:** Numerical by case number, thereunder chronological  
**DESCRIPTION:**

These records are a transcript of court proceedings as well as an index of witnesses in each case.

**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 9 years after being microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Exempt UCA 77-10A-17

**AGENCY:** District Court (Second District : Weber County)

**SERIES:** 1568

3

**TITLE:** Irrigation district dissolution petitions

**DATES:** 1929-

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

Disposition based on documentation about individuals, legal procedure, court history and functions. These petitions 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 (Second District : Weber County)

**SERIES:** 1407

4

**TITLE:** Minutes

**DATES:** i 1896-

**ARRANGEMENT:** Chronological by court date.

**DESCRIPTION:**

This series is made up of minute books which record the official acts and proceedings of the Second District Court while sitting in Ogden, Weber County, Utah. These records were created and maintained by the court clerk, who is required by state statute to keep a minute book (Utah Code Annotated, 1953, 17-20-2).

The minutes are a daily record of documents filed and actions taken with regard to every matter brought before each session of the court, largely regarding documents submitted, appearances before the court, and orders issued. The minutes encompass both criminal and civil cases, including probate matters such as estates, guardianship, and adoption. Petitions for divorce are a predominant type of civil action. Others include naturalization, voluntary withdrawal or dissolution of corporations, and petitions for a writ of habeas corpus. Criminal matters may involve larceny, trespass, burglary, robbery, assault, battery, rape, prostitution, sodomy, child abuse, gambling, narcotics, riot, perjury, or murder.

**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.

Paper: For records beginning in 1961 and continuing to the present. Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in Office permanently.



**AGENCY:** District Court (Second District : Weber County)

**SERIES:** 1407

**TITLE:** Minutes

(continued)

**APPRAISAL:**

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

Disposition based on the historical value of the minute books as documentation about individuals, legal procedure, court history and functions. Minute books 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 any action may extend well into the future.

**RETENTION JUSTIFICATION:**

The historical, administrative, and legal value of the minutes provide documentation about individuals, legal procedure, court history and functions, and other topics useful to legal researchers and historians. The permanent retention should be retained.

**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 (Second District : Weber County)

**SERIES:** 17199

3

**TITLE:** Monthly adoption reports

**DATES:** 1986-

**ARRANGEMENT:** Numerical by book and page

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are reports on the judgments rendered in adoption cases handled by the Second District in Ogden. The reports include: book and page number, dates of when case was filed and when decision rendered, case number, name of judge, names involved, and judgment rendered.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/1987

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the office.

**AGENCY:** District Court (Second District : Weber County)

**SERIES:** 17199

**TITLE:** Monthly adoption reports

(continued)

**PRIMARY DESIGNATION:**

Exempt Rule 4-202.03(11), CJA

**AGENCY:** District Court (Second District : Weber County)

**SERIES:** 83892

4

**TITLE:** Naturalization record books

**DATES:** i 1896-

**ARRANGEMENT:** After 1906 entries are arranged numerically by case number in sequentially numbered volumes. From 1896-1906 arrangement is

**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 volume contains only certificates of citizenship giving date, applicant's name, former country and kingdom, current county of residence, and a standardized statement that the applicant had produced the necessary evidence and taken the required oaths. The judge then signed the certificate.

The 1904-1906 volume of preprinted application forms consisted of an applicant's affidavit and witness affidavits, as well as a certificate of citizenship. The applicant's affidavit gave his name; current address; occupation; birthplace, birth date and age; port, vessel, and date of arrival; other U.S. residences; date and place of declaration of intention; and any U.S. military service. The affidavit included an oath of renunciation of allegiance to his former sovereign and a statement of character. Witness affidavits confirmed the applicant's statements and declared his worthiness to become a citizen. The court's order admitting the applicant as a citizen was included and a copy of the certificate of citizenship was recorded. Blanks are provided for the signatures of the individual, witnesses, judge, and court clerks.

After 1906, courts used federally provided record books from the Bureau of Naturalization. Petitions for naturalization include the individual's name, residence, occupation, birth date and birthplace; the place from which he emigrated, date and port of arrival, and vessel name; date and court of declaration of intention; spouse's name, birthplace, and residence; children's names, birthdates, birthplaces, and residences; and any previous petitions filed. Also included were the affidavits of two witnesses, the oath of allegiance, and court order admitting the person to citizenship. Later space was added for memoranda of continuances, denial of petition if applicable, etc.

Various corroborating documents may also be included: declarations of intention, certificates of military service, certificates of arrival, witness depositions, occasional correspondence, and even court orders revoking citizenship.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AGENCY:** District Court (Second District : Weber County)

**SERIES:** 83892

**TITLE:** Naturalization record books

(continued)

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

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

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

**APPRAISAL:**

These records have historical value(s).

This retention is based on the historical value of these records.  
These records are important to both genealogists and historians studying immigration.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Second District : Weber County)

**SERIES:** 6874

4

**TITLE:** Probate case files

**DATES:** 1851-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Probate case files are a collection of all documents and actions filed with the court clerk in the course of probating wills of deceased persons. Included are guardianships, adoptions (until 1924), and commitments (until 1920). 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. Case numbers are assigned by the court when papers are initially filed with the clerk.

Files for probate cases include such documents as wills, decrees, continuations of hearings, discharges, petitions, notices, bonds, letters testamentary, testimonies, findings of fact and conclusions of law, commitments, affidavits, proof of publication, appraisements, reports, orders, depositions, property inventories, etc.

**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 and provided Ancient cases 1-17 are preserved in paper at the Archives.

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 (Second District : Weber County)

**SERIES:** 6874

**TITLE:** Probate case files

(continued)

**APPRAISAL:**

These records have 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.

**RETENTION JUSTIFICATION:**

The historical, administrative, and legal value of the case files provide documentation about individuals, legal procedure, court history and functions, and other topics useful to legal researchers and historians.

**PRIMARY DESIGNATION:**

Public	Judicial records are public unless restricted under rules of civil procedure (UCA 63G-2-301-[1][f]). Included are custody proceedings, guardianship files, minutes, and probate records.
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**SECONDARY DESIGNATION(S):**

Private.	Wills are generally considered private data until probated, after which they are public data (Uniform Probate Code, UCA 75-2-901).
Private.	Adoption petitions, written reports, and any documents filed in connection with an adoption hearing are to be sealed according to UCA 78-30-15.
Private.	Commitment proceedings are classified by the Administrative Office of the Court as private (Code of Judicial Administration, Rule 4-202, section 3 [G][iii]).

**AGENCY:** District Court (Second District : Weber County)

**SERIES:** 14647

3

**TITLE:** Probate judgments

**DATES:** 1993-

**ARRANGEMENT:** Numerical by book and page

**DESCRIPTION:**

This series includes final judgments issued by the 2nd District Court. Some of the probate judgments are letters of conservatorship, findings of fact, and issues surrounding guardianship for children or the elderly.

**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:** 12/2011

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).

Disposition based on documentation about individuals, legal procedure, court history and functions. Record books 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 (Second District : Weber County)

**SERIES:** 14647

**TITLE:** Probate judgments

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Second District : Weber County)

**SERIES:** 21005

1

**TITLE:** Register for admission to sanitarium

**DATES:** 1999-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This register lists persons admitted to the tuberculosis sanitarium by the district court. It includes patient name, case number, doctor's name, dates and description of filings made in the case.

**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).

Disposition based on documentation about individuals, legal procedure, court history and functions. These records provide valuable historic information on admissions to the state tuberculosis sanitarium.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Controlled. Records could contain private medical information and should be checked by staff before patron access.

**AGENCY:** District Court (Second District : Weber County)

**SERIES:** 2945

3

**TITLE:** State mental hospital commitments

**DATES:** 1887-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These files document civil proceedings for the involuntary commitments of persons to the State Hospital.

**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 destroy provided microfilm has passed inspection and provided 1887 to 1900 records are transferred to Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

Information about commitments to the state mental hospital is important to social and family historians. These records will not become public until they are 75 years old.

**PRIMARY DESIGNATION:**

Exempt Rule 4-202.02(5)(A), CJA