

Retention and Classification Report

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

2525 Grant Ave.
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Records Officer: _____

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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: 27211

1

TITLE: Adoptions registers

DATES: 1941-1989.

ARRANGEMENT: Chronological by case number

DESCRIPTION:

Adoption registers of action list each action taken in the cases presented to the probate division of the Second District Court in Weber County. In each case the adoption register indicates the name of the individual involved, and the name of the petitioner's attorney, followed by a list of each action taken in the case and the date that action was taken.

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.

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, and/or legal value(s).

Adoption registers provide access to adoption case files which document legal adoption of individuals. This is vital information about individuals which should be retained permanently.

PRIMARY DESIGNATION:

Exempt

AGENCY: District Court (Second District : Weber County)

SERIES: 13454

3

TITLE: Alimony and child support ledgers

DATES: 1975-1982.

ARRANGEMENT: None.

DESCRIPTION:

These are disbursements tracking checks received and alimony paid. Information includes check number, case number, husband's name, and the accumulative amount paid thru the end of the year.

RETENTION:

Retain for 5 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after case is closed and then destroy.

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

APPRAISAL:

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

The agency said that alimony and child support ledgers would not be considered critical documents in the domestic cases and therefore could be destroyed under the retention schedule.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Weber County)

SERIES: 21004

1

TITLE: Appeals to Supreme Court

DATES: 1902-1914.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

This volume lists district court cases appealed to the Utah State Supreme Court (cases 1401 to 4106). It includes trial court judge's name, attorneys names, cases title, names of appellants, dates of notice filed and record certified, judgement, and date filed.

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 administrative need ends and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

Disposition based on documentation about individuals, legal procedure, court history and functions. Records demonstrate the historic link between the state district courts and the Utah Supreme Court as well as the administrative functions linking the two.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Weber County)

SERIES: 21007

1

TITLE: Appeals to the District Court

DATES: 1903-1907.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

This volume documents justice court cases appealed to the district court (cases #1567 to 2514). It includes case number, justice of the peace name, case title, date filed, date received, date filed, and name of person paying filing fee.

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 administrative need ends and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

Disposition based on documentation about individuals, legal procedure, court history and functions. Records present demonstrate historical links between local justice courts and the higher district court.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Weber County)

SERIES: 21009

3

TITLE: Attorney's receipt book

DATES: 1894-1898.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

This series contains a record book with information pertaining to case number, number of papers, style of case (usually plaintiff vs. defendant), name of attorney receiving the papers, when received and when returned.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

Disposition based on documentation about individuals, legal procedure, court history and functions. Book(s) serve as a useful record for documenting 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: 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: 21933

4

TITLE: Civil case indexes

DATES: 1878-1916.

ARRANGEMENT: Alphabetical by first letter of surname of plaintiff or defendant

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, register of action book number, and case file number. Each index contains an alphabetic listing by plaintiff and by defendant. Weber County was in the Third District Court from January 21, 1859-January 19, 1880; First District Court from February 20, 1880-March 9, 1892; Fourth District Court from March 10, 1892-January 5, 1896 and Second District Court from January 6, 1896-[ongoing]. Weber County retained their indexes as they transferred from district to

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently and then microfilm.

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 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 Service, Department of Finance 1980, page 1). The indexes have administrative and historic value and facilitate clerical management of and access to the civil case files. The permanent disposition of the case files is based on their historical, administrative, and legal value.

AGENCY: District Court (Second District : Weber County)

SERIES: 21933

TITLE: Civil case indexes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Weber County)

SERIES: 1587

4

TITLE: Civil judgment record books

DATES: 1878-1981.

ARRANGEMENT: Chronological by date filed with the court clerk.

TOTAL VOLUME: 164.00 reels.

DESCRIPTION:

Judgment record and summarized information about individual civil cases, an abstracted reference source documenting the final judgment of the court in civil cases, includes: the district court title, date when the judgment was rendered, the filing of any abstract of judgment, date of execution, who performed the execution, satisfied and unsatisfied executions, which party won the case, amount of the final award, names of parties involved and the successful plaintiff or defendant. Overlaps in dates occur since the court clerk recorded names before final judgment.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

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

This disposition is based on the historical and legal value of this series. These records function as the most accessible source of judgment information about parties involved in civil cases tried by the Second District Court. Because of the importance of judgment information, which contains all orders affecting parties involved in civil actions, the court clerk is required by law [UCA Rule 79 (b) (1)] to maintain a judgment book to permanently record the sequence of events leading to a final judgment.

AGENCY: District Court (Second District : Weber County)

SERIES: 1587

TITLE: Civil judgment record books

(continued)

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: 17661

4

TITLE: Civil registers of actions

DATES: 1896-1987.

ARRANGEMENT: Numerical by case number.

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 for 10 years and then microfilm and 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.

AGENCY: District Court (Second District : Weber County)

SERIES: 17661

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 District Court 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 (Second District : Weber County)

SERIES: 22360

3

TITLE: Court fee ledger

DATES: 1921-1922.

ARRANGEMENT: Chronological.

DESCRIPTION:

This book records the collection of fees by the county clerk. They are used to compile reports for the county commission and the court administrator's office. These fees are court cases. The books contain the case name, date, name of the person making payment, receipt number, and amount.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule County clerk fee books, GRS-263.

AUTHORIZED: 03-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

This disposition is based on solely the administrative and fiscal needs of the agency. After careful examination it has been determined it has no further historical value.

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: 17463

4

TITLE: Criminal case indexes

DATES: 1879-1947.

ARRANGEMENT: Alphabetical by first letter of defendant surname

DESCRIPTION:

This series consists of criminal case alphabetic indexes created by the Court, to record the names of the parties involved in criminal actions and provide assigned case numbers, facilitate clerical management of and access to the case files. The index contains defendant's name, register of action page number, and case file number. Weber County was in the Third District Court from January 21, 1859-January 19, 1880; First District Court from February 20, 1880-March 9, 1892; Fourth District Court from March 10, 1892-January 5, 1896 and Second District Court from January 6, 1896-[ongoing]. Weber County retained their indexes as they transferred from district to district.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 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 criminal 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 (Second District : Weber County)

SERIES: 17463

TITLE: Criminal case indexes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Weber County)

SERIES: 26958

3

TITLE: Criminal registers of action

DATES: 1896-1987.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Records and documents pertaining to a particular civil, criminal or probate action are filed together by the court clerk and collectively these documents constitute the case file. As these records or actions are filed, the clerk enters them in the registers which comprise this series.

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.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

This disposition is based on the legal and historical value of the District Court REGISTERS OF ACTIONS. The court clerk is required by law [UCA X, (79) (a)] to keep register of actions that functions as a chronological list of papers filed and fees paid which relate to individual actions.

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: 21022

3

TITLE: Estate claims

DATES: 1893-1901.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME: 0.60 cubic feet.

DESCRIPTION:

This volume lists claims against estates in probate cases. It includes estate name, name of administrator/executor, name of attorney, file number, claimant, claim, amount, rate of interest, allowed date, date filed, and paid.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

Keep until court administrative need ends and then destroy as per the Court Retention Schedule.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Weber County)

SERIES: 1569

3

TITLE: Exhibits

DATES: 1913; 1927.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These are exhibits for civil and criminal cases.

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 records 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: 1586

3

TITLE: Findings of fact and conclusions of law case books

DATES: 1896-1903.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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. 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 (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: 17809

1

TITLE: Grand jury reports

DATES: 1914, 1917.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Three reports, two from 1914 (January 5 & February 4) and one from 1917 (March 23).

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. Reports serve as a vital record essential for documenting 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: 26957

3

TITLE: Index to civil actions

DATES: 1851-1988.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

This series contains civil case alphabetic indexes created by the Second District Court in Weber County to record the names of the parties involved in civil actions and provide assigned case numbers, facilitating clerical management of and access to the case files. Volumes in the series alternate listings on each page, with the left page listing entries by surname of the plaintiff and the right page by surname of the defendant. Specific information recorded for each case includes the docket number (case number) as well as the corresponding register of action book.

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.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

The index has administrative and historic value and facilitates clerical management of and access to the probate case files. The permanent disposition of the case files is based on their historical, administrative, and legal value.

AGENCY: District Court (Second District : Weber County)

SERIES: 26957

TITLE: Index to civil actions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Weber County)

SERIES: 1588

3

TITLE: Information and indictment record books

DATES: 1898-1963.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These provide information on inquiries held on criminal complaints brought by the prosecutor to decide if a trial is warranted, in which case an indictment is issued. The information precedes entering of a plea and any trial date.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

APPRAISAL:

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

Gives background into charges in criminal cases, and whether or not went to trial.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Weber County)

SERIES: 83893

3

TITLE: Inheritance tax lien books

DATES: 1905-1942.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These volumes contain probate estate settlements registered by the district court clerk. They contain: name of estate; date; names of attorney(s), executors, administrators, trustees; names, addresses, and relationship of heirs, devisees, or grantees; and appraised amount of personal property. This settlement was then assessed for tax purposes and indication made of any taxes due. If real estate was subject to lien the lien was registered and recorded. The book contains number, description of real estate, date lien entered, appointed evaluation, report of appraisers (book and page); amount of tax due; date of payment; and date of discharge.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1989

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).

This retention is based on the historical value of these records to document the settlement of probate cases. It is useful to both the genealogist and local historian.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Weber County)

SERIES: 1567

3

TITLE: Inquest case files

DATES: 1904-1914.

ARRANGEMENT:

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

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.

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: 5333

3

TITLE: Judgment dockets

DATES: 1878-1980.

ARRANGEMENT: Chronological by filing date.

DESCRIPTION:

This series contains the Judgment Dockets produced by the Second District Court from 1911-1938. Dockets function as an agenda for the proceedings of the court, written in abstract or brief form to act as a record of the action relative to each case. The docket generally contains the following information: Plaintiff, Defendant, Nature of the Case, Attorneys for the Plaintiff and Defendant, Case Number, Date and Nature of each action taken in the case, any applicable fees for the action, along with the judge's disposition of the case.

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

This disposition is based on the administrative, legal, and historical value of Judgment Dockets.

AGENCY: District Court (Second District : Weber County)

SERIES: 5333

TITLE: Judgment dockets

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Weber County)

SERIES: 1582

3

TITLE: Judgment dockets index

DATES: undated.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

The index has administrative and historic value and facilitates clerical management of and access to the dockets.

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: 9663

1

TITLE: Miscellaneous records

DATES: 1894-1897.

ARRANGEMENT: Numerical

DESCRIPTION:

Different types of documents are included in this series. Among them are: certificates of sale of real estate under foreclosure, sheriff's certificate of sale, lis pendens (suits pending), notices of the pendency of action, writs of execution, notices of attachment, and dismissals of action. Documents are arranged by file number (#1026-1491). Those filed prior to statehood (1896) were filed in fourth district court, those filed following statehood were filed in second district court.

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. Records were 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: 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: 80612

3

TITLE: Monthly probate reports

DATES: 1987-1991.

ARRANGEMENT: Numerical by book and page

DESCRIPTION:

These records were created by the Second District Court in Ogden by pulling judgments and decrees from probate case files in order to create an edited copy of the records for convenience. Records are created chronologically and include book and page number, case dates and numbers, names of judges and parties involved, and judgments rendered.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2017

FORMAT MANAGEMENT:

Microfilm master: Retain in Archives until administrative need ends and then destroy.

Microfilm duplicate: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

These are records of convenience and have no value beyond their administrative use. They should be destroyed as soon as the agency decides they no longer need them.

AGENCY: District Court (Second District : Weber County)

SERIES: 80612

TITLE: Monthly probate reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2017.

AGENCY: District Court (Second District : Weber County)

SERIES: 13160

3

TITLE: Naturalization index book

DATES: 1870-1898.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These volumes appear to index naturalizations noted in court minute books. Access is by the individual's surname.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until processed and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Second District : Weber County)

SERIES: 17533

3

TITLE: Naturalization letters

DATES: 1909-1916.

ARRANGEMENT: Chronological

DESCRIPTION:

Copies of outgoing correspondence, almost exclusively devoted to naturalizations. Much of the mail is to the federal naturalization office, some is to individuals regarding citizenship procedures. Also includes limited correspondence regarding business licensing, appointments, and other activities of the county commission. The County Clerk was both the Court Clerk and the County Commission Clerk.

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 (Second District : Weber County)

SERIES: 83454

4

TITLE: Naturalization memorandum books

DATES: i 1906-1982.

ARRANGEMENT: Entries are by declaration or petition number which are assigned chronologically.

DESCRIPTION:

The clerk was required by federal naturalization law to process filings of declarations of intention and petitions for United States citizenship. These volumes record filing dates, fees collected, and information regarding forwarding of fees and duplicate copies of declarations and petitions to the federal Bureau of Naturalization.

The first part of each volume deals with declarations of intention of the desire to become a U.S. citizen. Columns record the declaration number, applicant's name, declaration date, date duplicate(s) issued, and the date a copy was mailed to the federal government. There are also columns to record the fee paid, date paid, amount retained by the court clerk, and the amount forwarded to the Bureau of Naturalization.

The second part of each volume deals with the final naturalization process. Columns record the applicant's name, names of his two witnesses, the petition number and filing date, and the declaration of intention number and filing date. Three columns record the naturalization certificate number, the issue date, and the date the duplicate was mailed to the Bureau of Naturalization. Volumes 1 and 2 also record the Commerce and Labor certificate of arrival filing date, the date of posting notice, hearing date, date of fees paid for both the petition filing and the issuing of a naturalization certificate, along with the amount received, the amount retained, and the date and amount forwarded to the federal government.

The third volume contains a small section at the end entitled "transfers." This gives name of applicant, names of witnesses, petition number and filing date, declaration number and filing date, and naturalization certificate, issue date, and duplicate transmittal date.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently after microfilming.

AGENCY: District Court (Second District : Weber County)

SERIES: 83454

TITLE: Naturalization memorandum books

(continued)

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. It is important for historians in the study of immigration in Weber County. It serves as an important tool in using other naturalization records.

PRIMARY DESIGNATION:

Public

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: 20960

1

TITLE: Ogden State Bank court settlement records

DATES: 1933-1943.

ARRANGEMENT: Alphabetical by record type, thereunder numerical by account number.

DESCRIPTION:

These records document the settlement of claims by depositors concerning the closure of Ogden State Bank. They include Claims, #1-150 (4 volumes); list of depositors; Petitions (books A-G, O).

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 administrative need ends and then transfer to State Archives.

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: 1571

3

TITLE: Power of attorney affidavits

DATES: 1913-1961.

ARRANGEMENT:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until reviewed by agency and then destroy.

AGENCY: District Court (Second District : Weber County)

SERIES: 21023

4

TITLE: Probate Court index

DATES: 1851-1899.

ARRANGEMENT: Alphabetical by first two letters of surname.

DESCRIPTION:

The Index to Probate Files was created by the Weber County Clerk (in his capacity as clerk of the Probate Court) to record the names and assigned case numbers of parties in both court actions and various county matters thus facilitating clerical management of and access to these files. Entries are hand written.

The Weber County Probate Court Clerk maintained the probate files index (presumably Probate Index Book "1") through the territorial period, when the probate court was dissolved and the state district court probate division created. Although not exclusively an index to probate matters, estate cases make up the majority of the entries. The index records 810 probate cases spanning a 48-year period (1851 to September 1899). Included are guardianship and adoption cases. Also indexed are cases stemming from the Probate Court's jurisdiction in matters of divorce and the incorporation of businesses in Weber County.

The clerk also used the index to note a wide variety of county government records relative to the county court (territorial) and commission (statehood); various county officers, commissions, and boards; bonds; elections and campaigns; contracts and bids; county boundaries; estray sales and notices; hospital; insurance policies; inquests; insane persons; inventory; justice of the peace; jury lists; county licenses; marriage license applications, licenses, and certificates; notary public commissions; ordinances; probate papers (old); reports; road matters; schools; tax matters; water rights; and wills.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives.

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

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

AGENCY: District Court (Second District : Weber County)

SERIES: 21023

TITLE: Probate Court index

(continued)

APPRAISAL:

These records have historical value(s).

The index has administrative and historic value and facilitates clerical management of and access to the probate case files. The permanent disposition of the case files is based on their historical, administrative, and legal value.

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.

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: 9635

4

TITLE: Probate minute books

DATES: i 1896-1949.

ARRANGEMENT: Chronological

DESCRIPTION:

Minute book 1 covers 1896 to 1898. Minute book 2 covers 1898 and 1899.

RETENTION:

Retain permanently

DISPOSITION:

May 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.

AGENCY: District Court (Second District : Weber County)

SERIES: 6405

4

TITLE: Probate record books

DATES: 1879-1959, 1975-1984.

ARRANGEMENT: Chronological by date of court session

DESCRIPTION:

This series is made up of record books in which are transcriptions of court orders, decrees, notices, etc., filed in estate cases probated in both the Weber County Probate Court (which was eliminated at statehood in 1896) and by its successor, Second District Court, while sitting in Ogden, Weber County, Utah. These records were created and maintained by the court clerk. The district court clerk was required by statute to "keep a 'probate record book,' properly indexed, in which shall be recorded all wills, bonds, letters of administration, letters testamentary, and all other papers and orders of the court required by law to be recorded" (Revised Statutes of Utah, 1898, Title 12, ch. 7, section 1023, page 220).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1883 through 1896. Retain in State Archives permanently with authority to weed.

Microfilm master: For records beginning in 1883 and continuing to the present. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1883 through 1959. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

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

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

AGENCY: District Court (Second District : Weber County)

SERIES: 6405

TITLE: Probate record books

(continued)

value of the judge's decrees and final judgments to parties in the action may well extend indefinitely.

PRIMARY DESIGNATION:

Exempt Adoptions are sealed for 100 years. Guardianships are private.

AGENCY: District Court (Second District : Weber County)

SERIES: 26956

3

TITLE: Probate registers index

DATES: 1894-1960.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

This series contains two index books kept for the purpose of tracking probate actions handled by Second District Court in Weber County. They list case numbers and also book and page where specific probate cases are listed in the registers of action.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2008

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.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). The index has administrative and historic value and facilitates clerical management of and access to the probate case files. The permanent disposition of the case files is based on their historical, administrative, and legal value.

AGENCY: District Court (Second District : Weber County)

SERIES: 26956

TITLE: Probate registers index

(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 (Second District : Weber County)

SERIES: 26955

3

TITLE: Probate registers of action

DATES: 1894-1986.

ARRANGEMENT: Numerical by case number, thereunder chronological by date.

DESCRIPTION:

Probate registers of action list each action taken in the cases presented to the probate division of the Second District Court in Weber County. In addition to handling the estates of deceased persons, the probate division also deals with adoptions, guardianships, and insanity and incompetency cases. The court is responsible for adjudicating and conveying ownership of town site lands (Utah Code, 57-7-19, 1953). Occasionally, the court handles name changes and inquests regarding the cause of a death. In each case the probate register indicates the name or names of the individuals involved, the kind of case, and the name of the petitioner's attorney, followed by a list of each action taken in the case and the date that action was taken.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2017. Utah State Court Records Retention Schedule (A)(3)

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.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the legal and historical value of the District Court REGISTERS OF ACTIONS. The court clerk is required by law [UCA X, (79) (a)] to keep register of actions that functions as a chronological list of papers filed and fees paid which relate to individual actions.

AGENCY: District Court (Second District : Weber County)

SERIES: 26955

TITLE: Probate registers of action

(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 (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

AGENCY: District Court (Second District : Weber County)

SERIES: 13453

3

TITLE: Verdicts book

DATES: 1975-1980.

ARRANGEMENT: none

DESCRIPTION:

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 (Second District : Weber County)

SERIES: 29875

3

TITLE: Wills deposited for safekeeping

DATES: 1890-2017.

ARRANGEMENT: Alphabetical.

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 (Second District : Weber County)

SERIES: 29875

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)