

## Retention and Classification Report

**Agency:** District Court (Third District : Salt Lake County) (1688)

450 South State  
P.O. Box 1860  
Salt Lake City, UT 84111  
435-238-7407

**Records Officer:** \_\_\_\_\_

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03474	*West Valley City traffic citations
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**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1663

4

**TITLE:** Abstracts of judgment books

**DATES:** 1889-1963.

**ARRANGEMENT:** Chronological by filing date.

**DESCRIPTION:**

This series contains judgment abstracts filed with the Third District Court in and for Salt Lake County. An abstract of judgment is a court document that states how much the loser of a lawsuit owes. Justice of the peace courts, city courts, other district courts, the Industrial Commission, and the Tax Commission could all file an abstract of judgment with the clerk of the district court of any county to serve as a lien upon the judgment debtor and to allow for execution in that county. The records are bound in volumes beginning with an alphabetical plaintiff index and followed by information relating to specific cases. Individual entries contain names of the plaintiff and defendant, court where judgment occurred, and the amount of judgment and prevailing party. That information is then followed by a log of the filing dates for individual documents such as the abstract of judgment, warrants, or satisfactions.

**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).

Disposition based on historical and legal value of the Third District Court ABSTRACTS OF JUDGMENT BOOKS, as a source of judgment information about parties involved in civil cases tried.

The court clerk is required by law [UCA 104-30-12 (1943)] to maintain a judgment book to permanently record the sequence of events leading to a final judgment.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1663

**TITLE:** Abstracts of judgment books

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1627

3

**TITLE:** Administrative records

**DATES:** i 1889-1950.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This series contains numerous records from the Third District Court in Salt Lake City.

**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 the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3579

3

**TITLE:** Adoption case files

**DATES:** 1918-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

These files document court proceedings in adoption placements for children. The aperture cards are microcopies of only the decrees granting temporary custody or final adoption.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Aperture cards: For records beginning in 1967 through 1975. Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

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

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

**APPRAISAL:**

These records have historical value(s).

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3579

**TITLE:** Adoption case files

(continued)

**PRIMARY DESIGNATION:**

Exempt

Adoptions are sealed by law for 100 years.



**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3932 4

**TITLE:** Adoption record books

**DATES:** i 1884-1917.

**ARRANGEMENT:** Volumes are chronological by date of initial case entries and are labeled alphabetically.

**TOTAL VOLUME:** 2.40 cubic feet.

**DESCRIPTION:**

This series contain records of adoption proceedings in Salt Lake County. Entries for a typical case include statements of the natural parents, the witnesses, and child if of sufficient age. The statements at times record some family particulars including date of birth of child; legitimacy, abandonment, death of one of the parents, divorce, or other factors in the adoption; age of adoptive parents, etc. The judge's decree of adoption is also recorded, noting the child's new name, which might involve a change of given name as well as surname.

**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.

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

**APPRAISAL:**

These records have historical value(s).

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

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3932

**TITLE:** Adoption record books

(continued)

**PRIMARY DESIGNATION:**

Exempt

Rule 4-202.02(11), CJA; adoptions are sealed for 100 years.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 18789

3

**TITLE:** Adoption registers

**DATES:** 1969-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

The adoption registers contain the name of the minor being adopted, the name of the attorney, the initial date of the adoption case, and dates and types of actions relating to the adoption.

**RETENTION:**

Permanent. Retain for 100 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 98 years 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 vital record essential for the operation of the court and its ability to fulfill obligations to the public.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 18789

**TITLE:** Adoption registers

(continued)

**PRIMARY DESIGNATION:**

Exempt sealed for 100 years.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2018.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 13199

3

**TITLE:** Assumed names and partnership records

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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 (Third District : Salt Lake County)

**SERIES:** 3585

3

**TITLE:** Bonds on appeal

**DATES:** ca. 1873-1920.

**ARRANGEMENT:** none

**DESCRIPTION:**

These are surety bonds filed on cases in appeal. The bonds give the name of the case and appellant, the amount of bond, the conditions, and the signatures of the sureties. Execution of a judgment may be stayed on appeal "if the appellant, with at least two sureties, and in such amount as the court or the judge thereof may direct, to the effect that the appellant will obey the order of the appellate court upon appeal" (UCA 1907: Title 88, ch. 45, sect. 3308).

**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 (Third District : Salt Lake County)

**SERIES:** 17603

1

**TITLE:** Briefs and opinions records

**DATES:** 1996.

**ARRANGEMENT:**

**DESCRIPTION:**

This box contains briefs, opinions, and other miscellaneous documents for 2nd and 3rd District Courts and the Supreme 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 are historically useful for documenting the operation of the court and its ability to fulfill obligations to the public.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 23809

3

**TITLE:** Calendars

**DATES:** 1897-1898.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

For each date on these pre-printed calendars, the clerk docketed cases acted upon. Each notation gives parties, attorneys, type of activity and case number. Cases seem to be civil cases, and the books belonged to judges Street and/or Cherry and Ritchie and/or Hiles.

**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. Records are historically useful for documenting the operation of the court and its ability to fulfill obligations to the public.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1502

3

**TITLE:** Case record listings

**DATES:** 1935-1955.

**ARRANGEMENT:** Alphanumerical

**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 (Third District : Salt Lake County)

**SERIES:** 84419

3

**TITLE:** Cash book

**DATES:** i 1932-1965.

**ARRANGEMENT:** None

**DESCRIPTION:**

This volume is a record of court actions with the case title, date, case number, amount received, and balance due listed.

**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 (Third District : Salt Lake County)

**SERIES:** 85112

4

**TITLE:** Citizenship certificate stubs

**DATES:** i 1907-1925.

**ARRANGEMENT:**

**DESCRIPTION:**

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

The essential facts included both filing information and personal history information: number of certificate; individual's name and age; court of declaration of intention along with volume number, page, and date; filing of petition date and volume where recorded; name, age, and place of residence of wife; names, ages, and places of residence of minor children; date of order admitting individual as a citizen and volume and page where recorded; and the signature of the individual.

**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.

**APPRAISAL:**

These records have historical value(s).

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 85112

**TITLE:** Citizenship certificate stubs

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1626

3

**TITLE:** Civil and criminal blotters

**DATES:** 1876-1917.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

For each date there are multiple entries giving case number, plaintiff and defendant , and briefly what action was taken (eg. motion for new trial heretofore submitted, overruled; demurer heretofore submitted, overruled; trial of case; etc.). The series boundaries are unclear, and contain individual judge's blotters from the various counties in the Territorial Third District Court and from the post-statehood Third District Court in and for Salt Lake County.

**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 vital record essential for the operation of the court and its ability to fulfill obligations to the public.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3263

3

**TITLE:** Civil case decisions

**DATES:** 1941-1954.

**ARRANGEMENT:** Alphanumerical.

**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 (Third District : Salt Lake County)

**SERIES:** 4213

3

**TITLE:** Civil case docket books

**DATES:** 1859-1921.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

This series contains civil case docket books for 1904-1905, 1913-1914, and 1921. Specifics include the various cases to be heard, case number, the defendant and plaintiff, dates and comments of proceedings, charge, fees, etc. The 1904-1905 docket book lists cases heard before Judge Morse. The 1913-1914 and 1921 lists cases heard before Judge Ritchie; the 1921 docket includes cases for April 2, 1921 only. Two other volumes, one containing 1917 with no identification of the judge and another general entry docket for 1892-1918, are also included in 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.

**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 (Third District : Salt Lake County)

**SERIES:** 3916

3

**TITLE:** Civil case exhibits

**DATES:** 1907-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These records contain depositions, letters, cancelled checks, contracts, etc. relating to third district court civil cases as well as the case number for correlation in many cases.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 3 months and then destroy.

Microfiche master: Retain in Archives for 3 months and then destroy.

**APPRAISAL:**

These records have historical value(s).

Retain as long as the court has administrative need to access exhibits and then destroy as per the Courts Retention Schedule.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1622

4

**TITLE:** Civil case files

**DATES:** i 1896-

**ARRANGEMENT:** Chronological by calendar year thereunder numerical by case number.

**DESCRIPTION:**

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

**RETENTION:**

Permanent. Retain for 50 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

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

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

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

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1622

**TITLE:** Civil case files

(continued)

**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, as long as 25 years in some instances. 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 beyond the 25-year designation.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 12628

4

**TITLE:** Civil case files (sealed)

**DATES:** 1957-

**ARRANGEMENT:** Numerical by case number thereunder chronological by filing date.

**DESCRIPTION:**

This series contains documents from civil case files or entire civil case files which have been ordered sealed by the court pursuant to statute or court rule. These documents were removed from the civil case files (series 1622) during filming. By law, records to be sealed are placed in an envelope which is then securely sealed. The court clerk records the case number on the envelope and inscribes across the sealed part of the envelope the words "Records sealed. Not to be opened except upon written order of the court." Sealed records are closed to inspection, except to the parties. Petitions to seal individual documents and entire case files pertaining to civil actions are most common in those that deal with patents, industrial secrets, and divorces involving prominent individuals. Case records including sealed divorce records, drivers license histories, and commitment records are classified as private. Custodial evaluations and home studies, psychological evaluations, judges notes, and other case records designated by statute, court order, or administrative rule or regulation to be confidential are routinely sealed by the court.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 04/2008

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center permanently.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 12628

**TITLE:** Civil case files (sealed)

(continued)

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). This disposition is based on the 1993 records retention policy of the 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 case files provide documentation about individuals, legal procedure, court history and functions, and other topics useful to legal researchers and historians. The court clerk is required by the Rules of Civil Procedure to file pleadings and other legal papers (Rule 5 [e]). They also 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 judge's decrees and final judgments to the parties in an action may extend well into the future. The series should be retained as a vital record essential for the operation of the court and its ability to fulfill its obligations to the public.

**PRIMARY DESIGNATION:**

Exempt                      Sealed by court order pursuant to statute or court rule, Code of Judicial Administration, Rule 4-202 (5).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2017.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 14260

4

**TITLE:** Civil case index

**DATES:** 1969-1988.

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

The civil case index records the names of plaintiffs and defendants involved in civil actions and provides assigned case numbers, facilitating clerical management of and access to the civil case files.

**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.

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

Microfiche master: 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 Service, Department of Finance, 1980, page 1). The index has administrative and historic value and facilitates 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 (Third District : Salt Lake County)

**SERIES:** 14260

**TITLE:** Civil case index

(continued)

**PRIMARY DESIGNATION:**

Public

All records are classified as public unless provided by statute (UCA 63G-2-201[2]). Judicial records are public unless restricted under rules of civil procedure (UCA 63G-2-301[1][f]).

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 6071

4

**TITLE:** Civil case indexes

**DATES:** 1896-1968.

**ARRANGEMENT:** Chronological, thereunder alphabetical by the initial two letters of the surname  
**DESCRIPTION:**

Civil case indexes created by the county clerk to record the names and assigned case numbers of plaintiffs and defendants involved in civil actions, and to facilitate clerical management of and access to those files.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 9 years and then transfer to State Records Center. Retain in State Records Center until processed and then microfilm and 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.

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

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

**APPRAISAL:**

These records have administrative, and/or 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 (Third District : Salt Lake County)

**SERIES:** 6071

**TITLE:** Civil case indexes

(continued)

**PRIMARY DESIGNATION:**

Public

All records are classified as public unless provided by statute (UCA 63-3-201[2]). Judicial records are public unless ordered restricted under rules of civil procedure (UCA 63G-2-301[1][f]).



**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1637

3

**TITLE:** Civil case transcripts

**DATES:** 1898-1950.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These transcripts are a full record of the official proceedings during a civil trial. They are a written copy of the full questioning of witnesses. Transcripts are normally prepared on appeal in a case to a higher court, and are merely supplemental to the official case file.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 9 years and then destroy.

Paper: For records beginning in 1896 through 1950. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Transcripts provide additional information on historic case files that are in Archives custody.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 4541

3

**TITLE:** Civil judgment case files (photocopied)

**DATES:** i 1947-1967.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains photocopies of final judgment records from civil cases heard filed by the Salt Lake County Clerk and bound together to be used as a reference source by the general public. Some cases originated in city and small claims courts. A brief summary of the judge's ruling in the case is provided along with case numbers and names of parties involved.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Disposition based on administrative value which had research value as a public reference to the judgments. Information is in the JUDGMENT RECORD BOOKS or the individual case files, dates in the JUDGMENT DOCKETS. Since the need for this series is greatly reduced after transfer from active office use, and the information is readily available elsewhere, it is recommended that this series be deaccessioned.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3252

4

**TITLE:** Civil registers of actions

**DATES:** 1896-1974.

**ARRANGEMENT:** Numerical by case number, thereunder chronologically.

**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 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.

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

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3252

**TITLE:** Civil registers of actions

(continued)

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

**APPRAISAL:**

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

This disposition is based on the legal and historical value of the Third 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 (Third District : Salt Lake County)

**SERIES:** 3227

3

**TITLE:** Columbia Trust Company certificate shares register

**DATES:** 1924-1929.

**ARRANGEMENT:** Alphanumerical

**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 (Third District : Salt Lake County)

**SERIES:** 17537

3

**TITLE:** Conciliation index

**DATES:** 1969-1972.

**ARRANGEMENT:** Alphabetical, thereunder chronological

**DESCRIPTION:**

This record contains the date, council number, petitioner name, respondent's name and divorce number.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm master: Retain in State Records Center until appraised.

Microfilm duplicate: Retain in State Records Center until appraised.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3851

4

**TITLE:** Coroners' inquest case files

**DATES:** 1870-1871; 1886-1937.

**ARRANGEMENT:**

**DESCRIPTION:**

Inquests, or hearings, were to be held on the bodies of persons who were supposed to have died by unlawful means to determine the cause of death and whether or not it was felonious. In practice, this also included inquests on those individuals whose deaths may have been natural, but where the cause was not certain. These files contain the results of those inquests from various precincts around the county, including the communities of Salt Lake City, Bingham, Magna, and Murray.

The inquests were conducted by a county coroner or justice of the peace until statehood in 1896. Thereafter there was no coroner and justices of the peace alone continued to conduct inquests. A copy of the papers were forwarded to the county probate court until 1896 and thereafter to the district court for safekeeping.

The duties of justices acting as coroner remained in effect with little variation from enactment in 1868 to their repeal in 1965.

The files may include a copy of the verdict or determination of cause of death, any subpoena of witnesses, a venire (warrant to the sherriff to summon jurors), and by about 1915 a transcript of the hearing with occasional related exhibits.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center 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 value(s).

These cases document functions of Utah coroners and justices of the peace. They also provide intensive information on individuals' deaths and sometimes crimes and accidents, information not available elsewhere.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3851

**TITLE:** Coroners' inquest case files

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 14158

4

**TITLE:** Court case indexes

**DATES:** 1977-1988.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Miscellaneous civil and criminal case alphabetic indexes created by the County Clerk, to record the names of the parties involved in civil and criminal actions and provide assigned case numbers, facilitating clerical management of and access to the case files.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

Paper: For records beginning in 1977 through 1988. Retain in State Records Center for 0 years and then microfilm and destroy provided microfilm has passed inspection.

**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 miscellaneous civil and 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 (Third District : Salt Lake County)

**SERIES:** 14158

**TITLE:** Court case indexes

(continued)

**PRIMARY DESIGNATION:**

Public

UCA 63G-2-301 (1) (f) makes judicial records public unless restricted by the rules of criminal or civil procedure. The sealing of records does not affect general indices (Rule 4-205[4][E]).

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 14159

4

**TITLE:** Court case indexes

**DATES:** 1977-1988.

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

Miscellaneous civil and criminal case alphabetic indexes created by the County Clerk, to record the names of the parties involved in civil and criminal actions and provide assigned case numbers, facilitating clerical management of and access to the case files.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

Paper: For records beginning in 1977 through 1988. Retain in State Records Center for 0 years and then microfilm and destroy provided microfilm has passed inspection.

**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 miscellaneous civil and 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 (Third District : Salt Lake County)

**SERIES:** 14159

**TITLE:** Court case indexes

(continued)

**PRIMARY DESIGNATION:**

Public

UCA 63G-2-301 (1) (f) makes judicial records public unless restricted by the rules of criminal or civil procedure. The sealing of records does not affect general indices (Rule 4-205[4][E]).

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 4571

3

**TITLE:** Court commissioner's report on Mill Creek

**DATES:** 1907-1908.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

This volume is the report of the court commissioner for Mill Creek. It was an exhibit in civil case #4449; the commissioner was appointed to study the secondary, surplus, power, house stream, and irrigation rights of Mill Creek and to make recommendations. In addition to the report, there are tables and maps of all the irrigation ditches coming off the creek and water use and flow at the various points.

**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).

This disposition is based on the longterm legal and historical significance of water rights in the arid West.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 12650

3

**TITLE:** Court index

**DATES:** 1972-

**ARRANGEMENT:**

**DESCRIPTION:**

The court index is a master index to all adoption, civil appeal, civil, criminal appeal, criminal, debtor/creditor, divorce, miscellaneous, and probate cases filed in Third District Court since 1975. Each type of case is broken into four categories: "alphabetic" (both plaintiff and defendant), "defendant", "plaintiff", and "numeric". Available through the court are microfiche copies of various "year-to-date" and multiple-year compilations produced between 1975 and 1988. Available only at the court is a Wang computerized index (1989-present), maintained since January 1989.

**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 1975 through 1989. Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center permanently or until microfilmed and then destroy provided microfilm has passed inspection.

Computer output microfiche master: For records beginning in 1975 through 1989. Retain in Office permanently.

Computer data files: For records beginning in 1989 and continuing to the present. Retain in Office permanently.

**APPRAISAL:**

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

Indexes

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 12650

**TITLE:** Court index

(continued)

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3972

1

**TITLE:** Creditors estate notices

**DATES:** 1951-1963.

**ARRANGEMENT:** Grouped by newspaper name

**DESCRIPTION:**

Papers of short-term interest which have no documentary or evidential value. Includes quasi-official notices such as for holidays, charity, and fund appeals, bond campaigns, and other similar papers.

**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 estate is settled and then transfer to State Records Center. Retain in State Records Center for 3 months and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
The records are newspaper proofs of publication which confirm that creditors have been notified of intent to probate the deceased's estate. Clipping copies were an administrative convenience to the court but not part of the official probate case file.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1471

4

**TITLE:** Criminal case files

**DATES:** 1896-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Indictments, subpoenas, verdicts, warrants, returns of warrants, informational papers, affidavits, affidavits of impecuniosity, court orders, judgments, warrants of execution and confinement, warrants of death, notices of appeal, demurrers, answers to demurrers, complaints, and orders to show cause that constitute criminal case files tried by the Third District Court in Salt Lake County. Includes predominantly first, second and third degree felonies, but also misdemeanor and juvenile cases.

**RETENTION:**

Permanent. Retain for 50 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

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

Disposition based on administrative and legal value since it documents the functions of the Third District Court and continues to serve current and future administrative needs, also has historical value. Furthermore, should be retained as a vital record essential for the operation of the court and the ability to fulfill obligations to the public.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1471

**TITLE:** Criminal case files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 12376

4

**TITLE:** Criminal case files (sealed and expunged)

**DATES:** 1896-[ongoing]

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Indictments, subpoenas, verdicts, warrants, returns of warrants, informational papers, affidavits, affidavits of impecuniosity [inability to pay for counsel, thus enabling court appointment], court orders, judgments, warrants of execution and confinement, warrants of death, notices of appeal, demurrers [claim of insufficient grounds to justify legal action], answers to demurrers, complaints, orders to show cause, compiled by the County Clerk to constitute sealed or expunged criminal case files. but rarely 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: Retain in State Records Center permanently.

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

**APPRAISAL:**

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

Disposition based on administrative, legal, and historical value.

Series documents functions of the Third District Court, individuals, related topics, and serves current and future administrative needs. Series should be retained as a vital record essential for the operation of the court and its ability to fulfill obligations to the public.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 12376

**TITLE:** Criminal case files (sealed and expunged)

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 13126

4

**TITLE:** Criminal case index

**DATES:** 1916-1975.

**ARRANGEMENT:** Alphabetical by defendants' surname.

**TOTAL VOLUME:** 4.00 reels.

**DESCRIPTION:**

This series functions as an index to access the criminal case files and registers of actions. Individual entries record the name of defendants involved in criminal actions and provide the following information: name of the defendant, assigned case number, page number for the corresponding criminal register, and the date of filing with the Court 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 Office permanently.

Paper: 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 legal and administrative value of this series. The Court Clerk is required by law [UCA Rule 79 (d) (2)] to maintain those records filed or deposited in his office. This series has significant administrative value since it provides access to the case files which contain copies of actions and information pertaining to individual cases.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3291

3

**TITLE:** Criminal case transcripts

**DATES:** 1908-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These transcripts are a full record of the official proceedings during a criminal trial. They are a written copy of the full questioning of witnesses. Transcripts are normally prepared on appeal in a case to a higher court, and are merely supplemental to the official case file.

**RETENTION:**

Retain for 9 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3253

4

**TITLE:** Criminal registers of actions

**DATES:** 1896-1974.

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

**DESCRIPTION:**

This series documents the individual criminal cases tried by the Third District Court. Actions taken in each case are recorded on separate documents and then filed together to become the case file. As these documents enter the case file they are recorded in the Criminal Registers of Actions. Registers of Actions thus function as a chronological list of the actions taken in each criminal case.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 9 years and then transfer to State Records Center. Retain in State Records Center until processed and then microfilm and 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 administrative, historical, and/or legal value(s).

This disposition is based on the historical value of the Registers of Actions since they document individuals and topics useful to legal researchers and historians. This series also has administrative and legal value since it documents the functions of the Third District Court and continues to serve current and future administrative needs [UCA 79 (d) (6)].

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3253

**TITLE:** Criminal registers of actions

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3229

3

**TITLE:** Day book exhibit

**DATES:** 1929.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Day book used as a defendent's exhibit in case 45981. Shows amounts for pelts, hides, horsetails, wool, and freight for the same.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 3 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2017.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 85108

4

**TITLE:** Declarations of intention record books

**DATES:** 1896-1959.

**ARRANGEMENT:** Chronological by date, thereunder numerical by entry number.

**DESCRIPTION:**

These volumes contain declarations of individuals' intentions to become United States citizens. These were to be filed at least two years before an individual could apply for citizenship. The first volume contains preprinted forms with blanks for the insertion of the individual's name, sovereign, date, and signatures of the individual and court clerks. Beginning in 1906, more detailed federal forms were used. These also included personal description, birthplace and date, residence, and emigration and immigration data. By 1916, space was included to record marital status, spouse's name, birthplace and date. By the 1930s more space was added for sex, race, nationality, marriage date and place, and the number of children with their birth date, birthplace, and residence; any previous declaration of intention; and his or her name at entry. In 1941 information was added regarding any departures from the United States. In 1952, filing of declarations became optional instead of mandatory and by 1957 the forms were simplified to include name, residence, age, birth date and place, sex, personal description, citizenship, spouse name, admission place for permanent residence, name at entry, date, and ship name.

**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.

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

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

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 85108

**TITLE:** Declarations of intention record books

(continued)

**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 (Third District : Salt Lake County)

**SERIES:** 4752

3

**TITLE:** Delinquent tax warrants

**DATES:** 1953-1959.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are copies of individual income tax delinquent warrants. Per the 1953 Utah Code Annotated (59-14-60), "immediately upon receipt of said warrant in duplicate the sheriff shall file the duplicate with the clerk of the district court in his county". The clerk was then to enter a judgment against the taxpayer. May also include the accompanying satisfaction of judgment sheet.

**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). This retention is based on the historical value of these volumes to document property and special taxes.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3581

3

**TITLE:** Depositions

**DATES:** 1950-1968.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Written testimony of persons taken by oral examination or by written question pursuant to rules of civil procedure.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3256

3

**TITLE:** Deseret Savings Bank general ledger

**DATES:** 1895-1923.

**ARRANGEMENT:** Alphanumerical

**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 (Third District : Salt Lake County)

**SERIES:** 4099

3

**TITLE:** District attorney's criminal case files

**DATES:** 1959-1964.

**ARRANGEMENT:**

**DESCRIPTION:**

These records contain case files from the third district attorney's office. Specific files include transcripts of proceedings, statements, some evidence, music notes, county attorney's reports, police reports and photographs. This material was used to prosecute criminal cases. Location B320E01 contains .5' of district attorney files and .5' of other files.

A box containing the files of Jay Banks (ca. 1963-1964) includes case files for Tooele and Summit counties as well as Salt Lake County as Banks was the district attorney in and for each of those counties. HOLDINGS: Cases: (1) Jay Banks' box #838, unnumbered, [ca. 16,000-17,000]; (2) box located at B320E01, #17,131-18,331, 18,367-18369.

**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 (Third District : Salt Lake County)

**SERIES:** 4113

3

**TITLE:** Divorce case files

**DATES:** 1970-

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

**DESCRIPTION:**

These records contain third district court divorce case files. They number consecutively from D1 - D27329. Specifics include complaints, orders, affidavits, demurrers, etc.

**RETENTION:**

Permanent. Retain for 50 year(s) after case is closed

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**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 (Third District : Salt Lake County)

**SERIES:** 19747

3

**TITLE:** Divorce registers of action

**DATES:** 1970-1981.

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

**DESCRIPTION:**

These books document actions undertaken and papers filed concerning divorce cases within the Third District Court.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 9 years or until administrative need ends and then transfer to State Records Center. Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3927

4

**TITLE:** Estate registers

**DATES:** i 1876-

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:** 206.00 reels.

**DESCRIPTION:**

These registers contain a summary and a register of actions on cases of estate matters. Name changes and corporate dissolutions may appear also. For each case, the date of the individual action is recorded. Actions include the filings of petitions, bonds, inventories, etc. and the issuing of orders, reports, and decrees. Each action is stated in a single line. The name of the principal individual (deceased, minor, etc.) and the name of the attorney is noted. The case number and the reference for the county probate record book are also noted.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Exempt

Registers of actions in adoption cases are sealed for 100 years after the date of the adoption decree.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 4418

3

**TITLE:** Exhibit maps selected case

**DATES:** 1916-1958.

**ARRANGEMENT:** Alphanumerical

**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 (Third District : Salt Lake County)

**SERIES:** 5607

3

**TITLE:** Exhibits

**DATES:** 1899-1959; 1972.

**ARRANGEMENT:** Alphabetical by case type, thereunder numerical by case number.

**TOTAL VOLUME:** 2.10 cubic feet.

**DESCRIPTION:**

This series contains exhibits filed as evidence in various court cases brought before the Third District Court. Most of the Court cases documented in this series are civil cases, but exhibits from a few criminal and probate cases are included as well. The overwhelming majority of the exhibits are photographs, but some maps, newspaper clippings, 16mm movie film, and other documents are contained in the series as well.

**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).

This disposition is based on the intrinsic value of the photographs in documenting early court cases.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1633

3

**TITLE:** Grand jury financial statements

**DATES:** 1903-1907.

**ARRANGEMENT:** Alphanumerical

**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 (Third District : Salt Lake County)

**SERIES:** 1684

3

**TITLE:** Grand jury juror and witness certificate registers

**DATES:** 1897-1956.

**ARRANGEMENT:**

**DESCRIPTION:**

Information recorded in these registers includes the auditor's number, certificate number, name, where summoned, mileage and per diem, type of service, and civil or criminal, and amounts.

District court costs in this period came from county budgets.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

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

Under the 1995 and 2001 court retention schedules, jury lists and and witness fee files are retained for 4 years and then destroyed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 23983

3

**TITLE:** Grand jury records

**DATES:** 1903, 1907, 1975.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This series consists of two yearly collections of records produced by grand jury proceedings. They contain reports on issues investigated by the grand jury, lists of jurors, and other materials related to the activities of the grand jury. Issues investigated include investigations of price fixing by local merchants and the prevalence of post-statehood polygamy practices.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

These records have historical value(s).

Disposition based on documentation about individuals, legal procedure, court history and functions. The records here are a historically useful source for documenting the operation of the court and its ability to fulfill obligations to the public.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 14211

3

**TITLE:** Habeas corpus case files

**DATES:** c. 1899-

**ARRANGEMENT:** Numerical by case number, thereunder by date filed

**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 State Archives permanently with authority to weed.



**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 29205

3

**TITLE:** Historic probate blotters

**DATES:** 1901-1905.

**ARRANGEMENT:**

**DESCRIPTION:**

Blotters provide brief notes on actions taken in estate, guardianship, incompetence, and similar probate court cases on a given day. Each day lists case name, attorneys' names, nature of hearing, and brief note on action taken for each case. These notes were then transcribed and typed up into more formal PROBATE MINUTES.

**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).

This series was appraised on May 1, 2017 and deemed of permanent historical value as sample documentation of court proceedings .

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 29171

3

**TITLE:** Historic transcripts and exhibits

**DATES:** 1925.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains transcripts and exhibits from several cases brought before the court.

**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).

This series was appraised on May 1, 2017 and deemed of permanent historical value as sample documentation of court proceedings.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3257

3

**TITLE:** Information and indictment record books

**DATES:** 1898-1961.

**ARRANGEMENT:** Alphanumerical.

**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. There are eight volumes: (1) 1897-1909, (2) 1909-1916, [GAP], (3) 1920-1926, (4) 1926-1934, (5) 1933-1943, (6) 1943-1952, (7) 1953-1957, (8) 1958-1961.

**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 (Third District : Salt Lake County)

**SERIES:** 3854

4

**TITLE:** Inheritance tax liens registers

**DATES:** i 1905-1966.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

The district court clerk registers the estate settlements showing the heirs , devisees, or grantees, and their relationship to the deceased. This settlement was then assessed for tax purposes . Appraisal of property is included and the executor or administrator is named. If any real estate was subject to liens the lien was also registered.

**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.

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

These records have historical value(s).

Disposition based on documentation about individuals, legal procedure, court history and functions. 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 (Third District : Salt Lake County)

**SERIES:** 29794

3

**TITLE:** Judge Joseph G. Jeppson scrapbooks

**DATES:** 1940-1977.

**ARRANGEMENT:** Generally chronological.

**DESCRIPTION:**

These records are created by governmental entities compiling various items together to tell the story of their office. They include photographs, newspaper clippings, and other items pertaining to government activities, and actions and reactions of citizens.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Scrapbooks, GRS-2051.

**AUTHORIZED:** 06-01-1991

**FORMAT MANAGEMENT:**

Paper: Retain in Other Repository permanently.

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

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as representative documentation of the life and career of a district court judge. It highlights the not only the press coverage of cases handled by the court, but documents the political process of electing judges.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3568

3

**TITLE:** Judgment case files

**DATES:** i 1896-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This series documents judgments for civil matters processed and filed by the Third District Court by the Salt Lake County Clerk. The records provide information on the actual court case including information generated during or after the final judgment. Judgment Case Files differ from Third District Civil Case Files as they do not always originate in the Third District Court but generally come from lower courts, circuit courts, and some from the Federal Court in Denver. They may also contain information from governmental agencies including: the Tax Commission, Industrial Commission, and Unemployment. These records do not necessarily correspond to the Civil Case Files.

**RETENTION:**

Retain for 8 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 8 years and then destroy.

Microfilm duplicate: Retain in State Records Center for 8 years and then destroy.

Microfilm master: Retain in Office for 8 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
Information is summarized in judgment record books.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3568

**TITLE:** Judgment case files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1665

4

**TITLE:** Judgment docket indexes

**DATES:** 1896-1947.

**ARRANGEMENT:** Chronological by the record book indexed, thereunder alphabetical by initial letter or two of plaintiff surname.

**DESCRIPTION:**

This series provides access to the judgment dockets produced by the Third District Court in and for Salt Lake County. They give plaintiff name, defendant name, and the page number where a judgment log can be found in the docket books.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center 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).

This disposition is based on the historical and legal value of the judgment dockets and their corresponding indexes. This series functions as an index to the court clerk's primary tracking device for civil cases tried by the Third District Court and facilitates access to other court records. Because of the importance of docket information the court clerk is required by law [UCA Rule 79 (b) (2)] to maintain a judgment book (and likewise its corresponding indexes) to permanently record information pertaining to civil cases.



**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1665

**TITLE:** Judgment docket indexes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1671

4

**TITLE:** Judgment dockets

**DATES:** 1896-1947.

**ARRANGEMENT:** Chronological by filing date.

**DESCRIPTION:**

These are the judgments docketed in the Third District Court in and for Salt Lake County. The docket functions as the clerk's primary tracking device for each civil case. A docket entry consists of the following information: names of judgment debtor and creditor, case number, a summary of the judgment rendered in the civil case, date judgment was entered, book and page number where the judgment has been entered in the corresponding judgment record book, any appeal made, judgment of appellate court if applicable, and any satisfactions (payment) of judgment. Most importantly the record book reference and the case number entered in the judgment docket allow researchers to then access the judgment record books and individual case files.

**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).

This disposition is based on the historical and legal value of this series. These records function as the court clerk's primary tracking device for civil cases tried by the Third District Court and facilitate access to other court records. Because of the importance of the judgment docket information the court clerk is required by law [UCA Rule 79 (b) (2)] to maintain a judgment book to permanently record information pertaining to civil cases.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1671

**TITLE:** Judgment dockets

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 11381

4

**TITLE:** Judgment record books

**DATES:** i 1896-1948.

**ARRANGEMENT:**

**DESCRIPTION:**

This series contains the judgment record and summarized case information of individual civil cases, including divorces, processed and filed in the Third District Court in and for Salt Lake County. These records function as an abstracted reference source for all materials affecting the final judgment. A record typically includes the names of the parties, case number, stipulations and orders, findings of facts and conclusions of law, and a copy of the judgment or decree stating the results of the case including which party prevailed. The judge, clerk, and filing date are also noted. The format of the judgment record has changed over time. In 1949, the separate recording of this case information into volumes was ended.

**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).

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 Third 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 104-30-12 (1943)] to maintain a judgment book to permanently record the sequence of events leading to a final judgment.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 11381

**TITLE:** Judgment record books

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 4198

3

**TITLE:** Justice Wright's minute book

**DATES:** 1925-1928.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This record consists of one minute book of civil cases heard before Justice L.B. Wright. It bears more of a resemblance to a blotter than a minute book; his more formal minutes being part of series 1650, including this same time period. Each entry gives the date, time, names of judge and court officials present, case number, names of plaintiff and defendant, names of those testifying, and one-word summary of any actions taken--motion new trial, good cause, overruled, etc. No complete sentences; no entry more than a paragraph.

**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 the value of these records in documenting the types of cases handled by justice courts during this period.

It is important for the study of local history and community studies.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1680

3

**TITLE:** Liquor license applications book

**DATES:** 1911-1917.

**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 the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3574

4

**TITLE:** Mental health commitment case files

**DATES:** 1896-

**ARRANGEMENT:** Numerical by case number and generally chronological by application filing date.

**ANNUAL ACCUMULATION:** 12.00 cubic feet.

**DESCRIPTION:**

Documenting forms and papers used by the district court to have individuals committed to mental health institutions, includes all which present evidence why the individual should be committed.

**RETENTION:**

Permanent. Retain for 6 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 04/2008. Utah Code of Judicial Administration, Appendix F (B)(10)

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical information contained in these case files. The Judicial council has determined that these mental health case files are permanent.



**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3574

**TITLE:** Mental health commitment case files

(continued)

**PRIMARY DESIGNATION:**

Private

These records are considered private under the Utah Code of Judicial Administration Rule 4-202.02(4)(A)(k). They become public after 75 years if the subject is over 21 years old and 100 years if the subject is under 21. (Utah Code 63G-2-310)

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3254

3

**TITLE:** Mental health commitment registers

**DATES:** 1905-1991.

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

**DESCRIPTION:**

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

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 30 years and then transfer to State Archives.

Microfilm master: 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. The records serve as a historically useful record for documenting the operation of the court and its ability to involuntarily confine individuals. The records also have genealogical value as documentation of the lives of individuals.

**PRIMARY DESIGNATION:**

Private                      These records are considered private under the Utah Code of Judicial Administration Rule 4-202.02(4)(A)(k). They become public after 75 years if the subject is over 21 years old and 100 years if the subject is under 21. (Utah Code 63G-2-310)

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1650

4

**TITLE:** Minute books

**DATES:** i 1896-1967.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

The minute books document the proceedings of the Third District Court's civil and criminal cases in and for Salt Lake County; minutes for the probate division of the court are not included. Juvenile cases were separated after 1901.

Business matters recorded include court site, officers present, jurors selected, and scheduling and assignment of cases. A typical case will span multiple dates and may appear under more than one judge. The original charge is not always specified; the details were recorded instead in information or indictment records. The case will include indictment or filed complaint; procedural issues; statement of case presentation with witnesses' names but not testimony; the findings; and sentencing/settlement. Cases include those for murder, larceny, robbery, burglary, assault, rape, riot, polygamy, gambling, narcotics, sodomy, child abuse, prostitution, etc. Liquor law cases are common in the 1920s. Traffic violations are common later. Monetary cases include forgery, embezzlement, and bad check writing. Also included are receivership, garnishment, debt, foreclosure, dissolutions of corporation, and tax commission liens. Bank and loan company liquidations are common in the 1930s. Issues in civil cases are difficult to determine, but include property disputes, wage disputes, and liability claims. Divorce, alimony, and child support cases are common throughout. Commitments to state institutions (e.g. asylum, reform school, tuberculosis sanatorium) are present. The most information occurs in property disputes and in cases where the jury was asked to assign percent of negligence or resolve multiple questions in its findings. District courts also had the power to grant citizenship and the proceedings are noted with a list of applicants, their witnesses, and their native country. Most cases are exercises of original jurisdiction, but do include appeals from county, justices, or municipal courts. By the end of the 1960s, minute books were dropped and minute entries instead were made part of individual case files.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm duplicate: For records beginning in 1896 through 1967.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1650

**TITLE:** Minute books

(continued)

Retain in State Archives permanently with authority to weed.

Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

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

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

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

**APPRAISAL:**

These records have historical value(s).

Disposition is based on the value of these records in understanding all actions associated with the case files of the court.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 6381

4

**TITLE:** Miscellaneous case files

**DATES:** 1940-1992.

**ARRANGEMENT:** Numerical by miscellaneous case number.

**DESCRIPTION:**

Collection of all documents and actions filed with the court clerk in connection with individual court actions providing documentation of the proceeding from initial filing through disposition or dismissal. These are filed together by the court clerk, who is required by the Rules of Civil Procedure to file pleadings and other legal papers. The case files document the legal process and the administration of justice in conjunction with miscellaneous cases that do not involve a hearing and generally need only the formality of a judge's signature for approval and thus take up little judicial time. Ex parte proceedings are common. They are distinguished from series 1622, Civil case files, which involve disputed cases wherein issues are more complex and proceedings more protracted.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1997

**FORMAT MANAGEMENT:**

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

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

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

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

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

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 6381

**TITLE:** Miscellaneous case files

(continued)

**APPRAISAL:**

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

This disposition is based on the 1995 records retention policy of the Judicial Council. 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.

**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

UCA 63G-2-301 (1) (f) provides that judicial records are public unless restricted by the rules of criminal or civil procedure

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 14156

4

**TITLE:** Miscellaneous case files (restricted)

**DATES:** 1964-1992.

**ARRANGEMENT:** Chronological by calendar year, thereunder numerical by consecutive case number

**TOTAL VOLUME:** 3.00 cubic feet.

**DESCRIPTION:**

This series contains individual documents from case files or entire case files which have been ordered sealed by the court pursuant to statute or court rule or otherwise restricted. By law, records to be sealed are placed in an envelope which is then securely sealed. The court clerk records the case number on the envelope and inscribes across the sealed part of the envelope the words "Records sealed. Not to be opened except upon written order of the court." Sealed records are closed to inspection, except to the parties.

Among the restricted cases are sealed adoption files, sealed and expunged cases often relating to criminal investigations, the relinquishment of newborn children for adoption, and private medical files associated with court ordered sterilization or psychiatric examination.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

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

This disposition is based on the 1993 records retention policy of the 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 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

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 14156

**TITLE:** Miscellaneous case files (restricted)

(continued)

researchers and historians. The court clerk is required by the Rules of Civil Procedure to file pleadings and other legal papers (Rule 5 [e]).

**PRIMARY DESIGNATION:**

Exempt

UCA 63G-2-301 (1) (f) permits the court to restrict records under the rules of criminal and civil procedure



**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 14157

4

**TITLE:** Miscellaneous civil and criminal file registers of actions

**DATES:** 1925-1977.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The registers are the official record of all actions filed with the court clerk in connection with individual cases. As documents or court actions are filed, the clerk makes a notation in the volumes which comprise this series showing the nature of each paper filed and the substance of each order of the court. The registers of action document the legal process and the administration of justice in conjunction with miscellaneous cases that do not involve a hearing and generally need only the formality of a judge's signature for approval and thus take up little judicial time. They are distinguished from series 1622, CIVIL CASE FILES (1896-present), which involves disputed cases wherein issues are more complex and proceedings more protracted. In addition to recording the filing of documents placed in case files, the county clerk used volumes 1 and 2 to note other miscellaneous information. An alphabetic list of vital statistics registrars and deputies taking the constitutional oath of office in 1921 was made on page 30 of volume 1 while a record of bounty vouchers issued by the clerk between 1944 and 1964 was maintained at the back of volumes 1 and 2.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 9 years and then transfer to State Records Center. Retain in State Records Center until processed and then microfilm and 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.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 14157

**TITLE:** Miscellaneous civil and criminal file registers of actions

(continued)

**APPRAISAL:**

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

This disposition is based on the 1993 records retention policy of the Judicial Council (in UCA, Utah Court Rules Annotated, Appendix F), which has remained unchanged since registers of action were designated as a permanent record by RDR 68-3, as indicated by the state Records Retention Schedule (Utah State Archives and Records Services, Department of Finance, 1974, page 11). The historical, administrative, and legal value of the miscellaneous file register of actions provide documentation about individuals, legal procedure, court history and functions, and other topics useful to legal researchers and historians. It is in the registers of actions that the court clerk records receiving the papers which are filed with his office as required by the Rules of Civil Procedure (Rule 5 [e]).

**PRIMARY DESIGNATION:**

Public

UCA 63G-2-301 (1) (f) states that all judicial records are public unless a court orders the records restricted under the rules of criminal or civil procedure

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1659

3

**TITLE:** Monthly reports on enemy aliens

**DATES:** 1942-1951.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These reports include notices and objections and withdrawals of objections.

**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 historic records help document the operation of the court and its ability to fulfill obligations to the public.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 84380

3

**TITLE:** Murray City small claims case files

**DATES:** 1986-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These case files are a verification of judicial, procedural compliance and the substantive claim. The files include small claims affidavits and orders (plaintiff's and defendant's names and addresses, affiant's signature, date signed, clerk of court's signature, seal; and place, date, and time of trial); affidavits of return of service (constable name, date affidavit received, defendant's name; address, person, and date served; date submitted, constable's signature, notary signature, date, and seal); motions to dismiss (date submitted); verified complaint (attorney's signature, date submitted); small claims judgment (judges signature); writs of garnishment; affidavits of garnishment; return of service garnishments; and satisfaction of judgment (plaintiff's signature, date).

**RETENTION:**

Retain for 9 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1983

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or legal value(s). This retention is based upon the 1986 General Retention Schedule, page 41, in compliance with the recommendations of the Utah Judicial Council.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 84380

**TITLE:** Murray City small claims case files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3469

3

**TITLE:** Murray City traffic case files

**DATES:** 1983-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 25.00 cubic feet.

**DESCRIPTION:**

These are traffic records created to document traffic citations for Murray city. Information includes the citation number, name, address of offender, officers name and badge number, and court assigned.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1995

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or legal value(s). This disposition is based on the administrative needs expressed by the courts. Previous decision: RDR 81-20:

**PRIMARY DESIGNATION:**

Private

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3466

1

**TITLE:** Murray City traffic citations

**DATES:** undated.

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

This is a copy of a citation issued by the police to drivers violating motor vehicle and traffic laws. It usually includes date, time, location of violation, vehicle's license number, violation code, officer's name, and signature of person receiving citation.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

The information in this file documents the type of training received by emergency medical personnel. This information may be needed in a malpractice suit should the plaintiff claim that his/her medical complications were due to inadequately trained personnel. Although UCA 78-14-4 sets the limit for such action at 4 years, a case can be brought if discovery of the injury did not occur until after the period expired. Since most cases of this type involve injuries in childhood, a 25 year retention will cover that possibility.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3562

3

**TITLE:** Naturalization case files

**DATES:** 1850-1915.

**ARRANGEMENT:** None.

**DESCRIPTION:**

Loose declarations of intention and depositions taken in naturalization hearings.

**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).

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 (Third District : Salt Lake County)

**SERIES:** 17538

3

**TITLE:** Naturalization minutes

**DATES:** 1911-1915.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These volumes consists of minutes of naturalization proceedings.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3573

4

**TITLE:** Naturalization record books

**DATES:** 1896-1929.

**ARRANGEMENT:** Numerical by entry number.

**DESCRIPTION:**

These volumes contain documentation of the final steps of becoming a United States citizen. They include petitions for naturalization, certificates of citizenship, and accompanying documentation.

The first volume contains only certificates of citizenship. The forms provide date, applicant's name, former country and kingdom, and current county of residence. Someone has later added the names of the applicant's witnesses. By late 1903, the forms consisted of an applicant's affidavit and witness affidavits as well as a certificate. The applicant's affidavit gave his name, birthplace, date and place of filing his declaration of intention, birth date, sovereign, and date of entrance into the United States.

Both his own affidavit and that of the witnesses declared his worthiness to become a citizen. By 1905 the applicant's form was abbreviated but included blanks for birthplace, age, allegiance, place from which emigrated, date of arrival in the U.S., port of arrival, age at arrival, length of residence in the jurisdiction, any U.S. military service, and place and date of filing a declaration of intention.

After 1906, courts were required to use preprinted forms furnished by the federal Bureau of Naturalization. The petition for citizenship an applicant filed included the individual's name, residence, occupation, birth date and place; place from which emigrated, date, port of arrival, and vessel name; date when declared his intention of becoming a citizen and court involved; his wife's name, birthplace, and residence; children's names, birth dates, birthplaces, and residences. Also included on the petition form were the affidavit of two citizen witnesses validating the individual's petition information and declaring he was of good moral character. The oath of allegiance and the court order admitting the petitioner to citizenship are included. Later space was added for memoranda of continuances, names of substitute witnesses, and space to record denial, not just the acceptance, of the petition.

Various corroborating documents are bound into the volumes along with the petitions. These include declarations of intention filed earlier in a variety of courts; certificates of U.S. military service; certificates of arrival; witness depositions; occasional correspondence; and even occasional court orders revoking citizenship.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3573

**TITLE:** Naturalization record books

(continued)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1896 through 1929. Retain in State Archives permanently and then microfilm.

Microfilm master: For records beginning in 1907 through 1929. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1907 through 1929. Retain in State Archives permanently 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 (Third District : Salt Lake County)

**SERIES:** 3221

3

**TITLE:** Notice books

**DATES:** i 1898-1903.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

The Notice Books are variously labeled as Notice Books and Notice Registers. These books are maintained in chronological order and contain the following information relative to each case: case number, plaintiff, defendant, attorneys for plaintiff and defendant, and the type of action being filed in the case on a given date (i.e., demurrer to complaint, motion to dismiss, motion for new trial).

The purpose of the Notice Book is to record the actions relative to each case. Today, the Notice Book is no longer maintained by the clerks. It has been integrated into the scheduling process and is included in court calendar. The same information can be obtained from the Minute Books and Docket Books.

**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 useful record for documenting the operation of the court and its ability to fulfill obligations to the public.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3219

3

**TITLE:** Notices register

**DATES:** 1900-1903.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The Notice Books are variously labeled as Notice Books and Notice Registers. These books are maintained in chronological order and contain the following information relative to each case: case number, plaintiff, defendant, attorneys for plaintiff and defendant, and the type of action being filed in the case on a given date (i.e., demurrer to complaint, motion to dismiss, motion for new trial).

The purpose of the Notice Book is to record the actions relative to each case. Today, the Notice Book is no longer maintained by the clerks. It has been integrated into the scheduling process and is included in court calendar. The same information can be obtained from the Minute Books and Docket Books.

**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.

**APPRAISAL:**

These records have historical value(s).

These records are historical due to their importance in providing evidence of the significant policy formulation and business processes of government.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3219

**TITLE:** Notices register

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 11377

3

**TITLE:** Oath of allegiance book

**DATES:** 1940-1941.

**ARRANGEMENT:** None

**DESCRIPTION:**

Contains U.S. Department of Labor Bureau of Naturalization oath of allegiance forms for restoration of citizenship. Any citizen who is deemed to have expatriated himself by taking an oath of allegiance to enter the military service of another country 'at war with a country with which the United States is at war' may resume his American citizenship by taking this oath. These are oaths for individuals who served in the British, Italian or Canadian service during WWI.

Holdings: Book I, four entries: Charles Roy Hock, Joe Mirabella, Hollis Perry Bingham, Albert Parkinson).

**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).

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 (Third District : Salt Lake County)

**SERIES:** 1581

3

**TITLE:** Officers return of sales and execution books

**DATES:** 1898-1932.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

Record books documenting the collection orders, tax sales, etc. ordered by the court and the returned documents from the sheriffs or other officers notifying the court that they carried through.

**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 vital record essential for the operation of the court and its ability to fulfill obligations to the public.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 4385

3

**TITLE:** Officers' sale and execution returns

**DATES:** 1896-1933.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These record books record actions taken by the county sheriff in executions (collection of funds) or sale orders resulting from a court judgment.

**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 (Third District : Salt Lake County)

**SERIES:** 3228

3

**TITLE:** Order book

**DATES:** i 1885-1894; 1896-1898, 1915-1916.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records contained in the order books are a mandate or direction by an individual or by judicial authority relative to the case in question. The orders contained are primarily directed to the clerk of the court. Orders of a court, as distinguished from judgments, are decisions or directions concerning summary or interlocutory matters, those pertaining to cases still under adjudication. An order as recorded does not amount to a final decree. The order books contain the following information relative to each case: plaintiff, defendant, attorney for either party (but not both parties), date of order, nature of order ("enter default and judgment," "issue execution in above case," etc.). In a number of instances, the order books are holographic and include slips of paper pasted to the pages containing the notes of attorneys.

The order book is no longer maintained by the clerk's office. It has now been integrated into the case file proper. The material contained in the order book is similar to that found in the notice book.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 1 year and then destroy.

**RETENTION JUSTIFICATION:**

Destruction was approved by State Archivist in August 1996.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1687

3

**TITLE:** Papers register

**DATES:** 1897-1900.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Records title of case, process, by whom served, to whom returned in sheriff's office, date, district court's number, sheriff's docket number, by whom received in county clerk's office, date, and remarks.

**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 useful record for documenting the operation of the court and its ability to fulfill obligations to the public.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 84572

3

**TITLE:** Plaintiff's and defendant's index to actions

**DATES:** 1896-1908.

**ARRANGEMENT:** alphabetical by surname

**DESCRIPTION:**

This record includes columnar headings for surname, given name, case number and case file correlation, and inclusive pages. Cases are listed by plaintiff's/defendant's last name. HOLDINGS: 1 volume.

**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.

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 17902

4

**TITLE:** Probate blotters

**DATES:** 1901-1905.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

Blotters provide brief notes on actions taken in estate, guardianship, incompetence, and similar probate court cases on a given day. Each day lists case name, attorneys' names, nature of hearing, and brief note on action taken for each case. These notes were then transcribed and typed up into more formal PROBATE MINUTES.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s). Reporter's notes, essentially what these blotters are, were specified as having a 9 year retention in the 1995 Court Retention Schedule. These notes were transcribed into the PROBATE MINUTES of the court, series 3938, which are retained permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 6382

3

**TITLE:** Probate bonds

**DATES:** undated

**ARRANGEMENT:** Alphanumerical

**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:**

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 (Third District : Salt Lake County)

**SERIES:** 17542

3

**TITLE:** Probate bonds

**DATES:** undated

**ARRANGEMENT:** Numerical by bond number.

**DESCRIPTION:**

These are surety bonds filed when a person is appointed as administrator of an estate.

**RETENTION:**

Retain

**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.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in fully documenting probate proceedings in the court as well as the valuable information they contain related to socioeconomic and family data.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1621

3

**TITLE:** Probate case files

**DATES:** 1851-

**ARRANGEMENT:** Numerical by consecutive, court-assigned case number.

**DESCRIPTION:**

The case files for Third District Court (Salt Lake County) probate division primarily include cases involving the probate of estates for deceased persons and guardianship for minors and incompetent persons. Probate is judicial oversight of property in transition. The probate of estates, which comprise the bulk of case files, is the process by which a deceased person's property is identified and maintained, his debts and taxes paid, and then remaining property distributed to beneficiaries as specified in a will or as required by law for persons who die intestate (without a will). In guardianship cases, probate is the establishment of a guardian for minors or incompetent adults who hold property that needs management. In addition to probate these case files also include name changes and a few adoptions. Brigham Young's case is #553.

**RETENTION:**

Permanent. Retain for 50 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1999

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1970 and continuing to the present. Retain in Office for 9 years and then transfer to State Records Center. Retain in State Records Center for 41 years and then transfer to State Archives with authority to weed.

Paper: For records beginning in 1851 through 1900. Retain in State Archives permanently with authority to weed.



**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1621

**TITLE:** Probate case files

(continued)

Microfilm master: Retain in State Archives permanently.

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Exempt. Estates of deceased persons are public. Adoptions are sealed so film must be previewed by staff before being given to patrons.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 23484

3

**TITLE:** Probate correspondence

**DATES:** 1934-1936.

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

These are general inquiries from various parties and the response from the court clerk. The inquiries include whether a particular individual's estate was processed in that court, what court procedures or documents are necessary in an estate case, and status of particular cases handled by the probate division (estates of deceased persons, guardianships, adoptions) of the court.

**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 the value of these records in fully documenting probate proceedings in the court as well as the valuable information they contain related to socioeconomic and family data

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 4127

3

**TITLE:** Probate exhibits

**DATES:** 1902-1978.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These records consist of exhibits used in probate cases such as estates, guardianships, adoptions, etc. They include cancelled checks, bank statements, depositions, accounting books, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1951 and continuing to the present. Retain in Office for 3 months after final disposition and then destroy.

Paper: For records beginning in 1896 through 1950. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the historic nature of these records and the support they provide to historic probate case files that are in Archives custody.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3938

4

**TITLE:** Probate minutes

**DATES:** i 1884-1973.

**ARRANGEMENT:** Entries in the volumes are chronological; the volumes have alphanumeric labels.

**DESCRIPTION:**

The minute books record the daily proceedings in probate, adoption, and guardianship matters in Salt Lake County. Change of name cases are noted occasionally and some incorporation proceedings and corporate dissolutions are included from around the turn of the century.

The minutes are brief entries recording times set, notifications made, and various court orders and hearings related to the property or case in question. Each day has records of several cases, and an individual case will span multiple dates.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1983

**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 value these minutes provide in documenting the functions of the probate court and actions taken in individual cases.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3938

**TITLE:** Probate minutes

(continued)

**PRIMARY DESIGNATION:**

Exempt

Disclosure of adoption information is prohibited for 100 years. Data on incorporations/dissolutions, estates of deceased persons, guardianships, and name changes are normally public.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3993

3

**TITLE:** Probate petitions

**DATES:** 1917-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These records contain petitions for letters of guardianship, adoption, administration, etc. Correlative case numbers are also included. These are very brief, handwritten notes, also labelled "minute entries," and appear to be the preliminary records jotted down by the clerk prior to entry in minutes or other record books. There are also "probate settings", basically a calendar or docket listing of when the petitions were set to be heard.

**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 the value of these records in fully documenting probate proceedings in the court as well as the valuable information they contain related to socioeconomic and family data.

**PRIMARY DESIGNATION:**

Exempt                      Include adoption petitions which are sealed by law for 100 years.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3993

**TITLE:** Probate petitions

(continued)

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3372

4

**TITLE:** Probate record books

**DATES:** 1852-1966.

**ARRANGEMENT:** Generally alphanumerical by volume number and chronological by filing date.

**DESCRIPTION:**

These probate record books contain the proceedings in estate and guardianship cases in Salt Lake County. After 1917, adoption cases are also included. Personal name change cases appear infrequently. Corporate dissolution records occur intermittently around the turn of the century.

In cases related to the estates of deceased persons, the will, appraisals and inventories, and settlements are recorded. For guardianships, the appointment of a guardian and frequently an accounting of at least some of the property is noted. Adoption records give the full order of adoption, often with statements from both the natural and adoptive parents or a social service agency detailing circumstances surrounding the adoption. Name change cases record both previous and new name. Corporate dissolutions are treated as a deceased person.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

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

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

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in fully documenting probate proceedings in the court as well as the valuable information they contain related to socioeconomic and family data.



**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3372

**TITLE:** Probate record books

(continued)

**PRIMARY DESIGNATION:**

Public Probate, guardianships, name changes, and corporate dissolution records are public.

**SECONDARY DESIGNATION(S):**

Private. Unprobated wills are private, therefore volumes which contain only wills, and may not have been probated, are kept private for 75 years.

Exempt. Access to adoption records is restricted for 100 years in accordance with Utah Code 78B-6-141.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 17611

4

**TITLE:** Probate records indexes

**DATES:** 1876-1979.

**ARRANGEMENT:** Chronological, thereunder alphabetical by initial letter of surname

**TOTAL VOLUME:** 6.00 reels.

**DESCRIPTION:**

Probate indices provide access to Salt Lake County probate records, i.e., those cases involving the estates of deceased persons, the guardianship of minors and the incompetent, adoptions and name changes. The indices include year, individual's name, probate case number, and the estate register book number and page numbers.

**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.

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

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Exempt since the index includes adoptions, public access is restricted for 100 years.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3557

3

**TITLE:** Proof of publication notices

**DATES:** 1916-1922.

**ARRANGEMENT:** Alphanumerical

**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 (Third District : Salt Lake County)

**SERIES:** 3561

3

**TITLE:** Public service commission case files

**DATES:** 1924-1952.

**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. 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 (Third District : Salt Lake County)

**SERIES:** 3224

3

**TITLE:** Receipt books

**DATES:** 1928-1935.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 3 years and then destroy.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 28425

3

**TITLE:** Ronnie Lee Gardner V. Hank Galetka records

**DATES:** 1985-1995.

**ARRANGEMENT:** None.

**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, and/or legal value(s).

Disposition is based on the important legal (and eventually historical) questions raised and addressed by the death penalty case of Ronnie Lee Gardner.

**PRIMARY DESIGNATION:**

Private series contains medical records, educational records, and other information with access restrictions.

**SECONDARY DESIGNATION(S):**

Protected  
Exempt  
Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 14161

3

**TITLE:** Salt Lake City Court appealed case files

**DATES:** 1914-1940.

**ARRANGEMENT:** Numerical.

**DESCRIPTION:**

Transcripts and case files of actions originating in Salt Lake City Court which were transferred to the Third District Court when the decision of the city court was subsequently appealed make up this series. Presumably these are strays which were not returned to the inferior court, as is customary.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 0 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

Microfilm duplicate: Retain in State Records Center for 9 years and then transfer to State Archives 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) for city/circuit court case files, which has remained unchanged since the 1983 issue of the state Records Retention Schedule.

**PRIMARY DESIGNATION:**

Public

UCA 63G-2-301 (1) (f) provides that court records are public unless restricted under the rules of criminal or civil procedure.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 5970

3

**TITLE:** Satisfaction of judgment records

**DATES:** 1974-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

This series contains the satisfaction of judgment record and summarized case information processed and filed in the various counties of the territorial Third District Court. A record typically includes the names of the parties, case number by the time the court started regularly assigning numbers to cases, stipulations and orders, findings of facts and conclusions of law, and a copy of the judgment or decree stating the results of the case including which party prevailed. Filing date usually included.

**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.

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

Microfiche duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have historical, and/or legal value(s).  
Disposition based on historical and legal value of the Third District Court ABSTRACTS OF JUDGMENT BOOKS, as a source of judgment information about parties involved in civil cases tried. The court clerk is required by law [UCA 104-30-12 (1943)] to maintain a judgment book to permanently record the sequence of events leading to a final judgment.



**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 5970

**TITLE:** Satisfaction of judgment records

(continued)

**PRIMARY DESIGNATION:**

Public

[UCA 104-30-12 (1943)]

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3973

3

**TITLE:** Sheriff's sale record book

**DATES:** 1930-1953.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This volume contains newspaper clippings of notices of publication pertaining to sheriff sales of property ordered by the court. The clippings provide plaintiff, defendant, and a description of the property going up for sale.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Sheriff sales docket, GRS-361.

**AUTHORIZED:** 12-01-1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s). Actual transfers of property are recorded in the county recorder's office. These are available simply by reading the newspapers of the time, and are only one element from a sheriff's sale docket.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3478

3

**TITLE:** Small claims files

**DATES:** 1978-

**ARRANGEMENT:** Numerical by year case opened and case number

**DESCRIPTION:**

For claims under \$5,000, individuals pay only a small filing fee, and represent themselves in an informal court procedure. The aim of the small claims process is to facilitate the settlement of matters involving relatively small awards in a speedy and inexpensive manner.

**RETENTION:**

Retain for 9 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1995

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or legal value(s). This disposition is based on the ca. 1995 Court Administrator's retention schedule.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3478

**TITLE:** Small claims files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 14160

3

**TITLE:** Tax commission case files

**DATES:** 1963-1974.

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

Documents filed in actions by the Utah State Tax Commission relating to the prosecution of cases involving violations of the Sales Tax Act, including revocation of the sales tax license and failure to remit monies collected as required by state law, constitute this series. Orders to show cause are the most prominent record type.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 9 years and then destroy.

**APPRAISAL:**

This disposition is based on doubtful administrative, legal, or historical research value of the records. As they do not merit the permanent retention assigned to district court case files by the Utah Judicial Council, authorization by the state archivist to deaccession and destroy the case files was granted August 24, 1994.

**PRIMARY DESIGNATION:**

Public

UCA 63G-2-301 (1) (f) provides that court records are public unless restricted under the rules of criminal and civil procedure.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1968

3

**TITLE:** Telluride power company electric chart readings

**DATES:** 1898-1899.

**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 the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3480

3

**TITLE:** Traffic case files

**DATES:** 1978-

**ARRANGEMENT:** Numerical by year case opened and case number

**DESCRIPTION:**

These case files document traffic law violations where defendants did not just pay fines but brought case to circuit court.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1995

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
Records do not have enduring value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 83403

3

**TITLE:** Traffic citations

**DATES:** 1986-

**ARRANGEMENT:** Numerical

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These are standard traffic citations filed with the circuit courts noting the offense and the fine due.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1983

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This retention has been approved by the Judicial Council to satisfy administrative and legal purposes.



**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3580

3

**TITLE:** Transcripts and depositions

**DATES:** 1947-1963.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Transcripts are a written presentation of testimony given at a trial or at a deposition.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after final appeal and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3583

3

**TITLE:** Transcripts and exhibits

**DATES:** 1898-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Includes transcript of case #6220, State of Utah vs. Omer R. Woodsin 1922.

**RETENTION:**

Retain for 9 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after final appeal and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Paper: For records beginning in 1896 through 1950. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1613

3

**TITLE:** Trial transcripts: Progress company versus Salt Lake City

**DATES:** 1915.

**ARRANGEMENT:** Numerical by volume number.

**DESCRIPTION:**

Transcript from a Big Cottonwood water rights case against the city.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

Maintain this record until its administrative value has been met and then destroy as per the Courts Retention Schedule.

**RETENTION JUSTIFICATION:**

Per the Court General Schedule, District Court transcripts are kept 9 years from the latest filing date.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2017.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 17518

3

**TITLE:** Tubercular registers

**DATES:** 1940-1953.

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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

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

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 4065

3

**TITLE:** Uniform land registration act record books

**DATES:** 1920-1933.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These three volumes are a land registration docket, an entry book, and a certificate of title land registration book for land covered under the Uniform Land Registration Act, Title 93, Chapter 6, 1917 Utah Code Annotated (Compiled Laws of Utah), which appointed the district courts as courts of land registration. The entry book gives document number, kind of instrument, date, time, name, case number, and fees; numerous actions are recorded in regard to only two cases. The docket book gives applicant names, attorney, dates, times, document numbers, action, debit and credit for the two cases (Ashton-Jenkins Company and Alice E. Moyle). The certificate of title volume certifies who is the owner of an estate in fee simple of specified land (legal location typed in) with date, registrar of title's signature, receipt of copy acknowledgment, and listing of memorials, easements, liens, charges, and incumbrances on the land described.

**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 the permanent nature of land records and their legal and historic value in helping determine land and/or water rights.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3259

3

**TITLE:** Utah Banking company ledger book

**DATES:** 1907-1909.

**ARRANGEMENT:** Alphanumerical

**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 (Third District : Salt Lake County)

**SERIES:** 3586

3

**TITLE:** Vouchers

**DATES:** 1887-1927.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These records consist of vouchers and other documents relating to estate probates, including that of David Keith (series #9246).

Douglas Beckstead believes that they should be placed in the "Case files, probate" series.

**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 (Third District : Salt Lake County)

**SERIES:** 4062

3

**TITLE:** West Valley City receipt books

**DATES:** 1985-

**ARRANGEMENT:** Numerical by receipt number

**DESCRIPTION:**

Records which verify all monies received or expended through a petty cash account. Includes cash receipts, adding machine tapes, daily accounting records, reconciliation, transmittals, etc.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 85006

3

**TITLE:** West Valley City small claims case files

**DATES:** undated

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

These case files document small claims cases heard in the West Valley City Circuit Court.

**RETENTION:**

Retain for 9 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1983

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after or until case closed and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
Records should be kept as long as court has legal and administrative need for them and then they should be destroyed as per the Court Retention Schedule.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3473

3

**TITLE:** West Valley City traffic case files

**DATES:** Undated.

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

This case files document traffic cases heard in the West Valley Circuit Court.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1983

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until case is closed whichever is later and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

These records have historical value(s).  
Case files destroyed once administrative need has passed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3474

3

**TITLE:** West Valley City traffic citations

**DATES:** undated.

**ARRANGEMENT:** Numerical by citation number

**DESCRIPTION:**

These are citations issued to persons who violated traffic laws and went to trial in West Valley City Circuit Court.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1983

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3578

4

**TITLE:** Wills

**DATES:** 1869-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Legislators at the second Utah Territorial Legislative Assembly organized probate courts in each of Utah's counties and endowed these courts with the right to exercise jurisdiction in the probate of wills and the administration of estates of deceased persons (Laws of Utah, Chapter 42, 1852). The assembly clarified the manner in which estates should be settled. By law any person of full age and of sound mind could dispose of all of his property by will, with the exception that sufficient first be withheld to pay any outstanding debts. The signatures of two competent witnesses in addition to the testator validated a completed will. The law stated that if the court allowed and attested the will, it should be carried into effect (Compiled Laws of Utah, 1876, Title 14, chapter 1, sections 1-6). Each will follows a similar format. It states that the testator meets the requirement of being of sound mind and legal age. It names who the testator desires to be the executor of his estate. It enumerates the testator's property and designates whom he wishes to inherit each item.

**RETENTION:**

Permanent. Retain for 50 year(s)

**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: For records prior to and including 1900. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1900 and continuing to the present. Retain in Office for 9 years after probated and then transfer to State Records Center. Retain in State Records Center for 41 years and then transfer to State Archives with authority to weed.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3578

**TITLE:** Wills

(continued)

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

Microfilm duplicate: For records prior to and including 1969. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1970 and continuing to the present. Retain in Office permanently.

**APPRAISAL:**

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

Wills primarily contain personal and family information as well as information about the property of deceased persons. They are of primary value to family historians.

**PRIMARY DESIGNATION:**

Public