

Retention and Classification Report

Agency: District Court (Fourth District : Utah County) (1689)

Fourth District Court
125 North 100 West
Provo, UT 84601
801-429-1005

Records Officer: _____

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03589 Trial transcript
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AGENCY: District Court (Fourth District : Utah County)

SERIES: 19751

3

TITLE: Adoption and other sealed case files

DATES: 1962-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Probate cases deal with adoptions, guardianship, and the estates of deceased and incompetent persons. These files were ordered sealed by the court. At the time of filming, they were removed from the other (not sealed) probate cases to create this series.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned 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.

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

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

These records have historical value(s).

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

AGENCY: District Court (Fourth District : Utah County)

SERIES: 19751

TITLE: Adoption and other sealed case files

(continued)

PRIMARY DESIGNATION:

Exempt Adoptions are sealed by law for 100 years.

AGENCY: District Court (Fourth District : Utah County)

SERIES: 1420

4

TITLE: Adoption record books

DATES: i 1885-1949.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains records of adoption proceedings. Entries for a typical case include statements of the natural parents, the witnesses, and child if of sufficient age. The statements may record some family details such as child's birth date, legitimacy, abandonment, death of one or both parents, divorce, and other adoption factors. The judge's decree of adoption is also recorded, noting the child's new name.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: For records beginning in 1885 through 1949.
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1885 through 1949.
Retain in State Archives permanently.

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:

Exempt sealed for 100 years.

AGENCY: District Court (Fourth District : Utah County)

SERIES: 14435

TITLE: Civil case files

DATES: 1897-

ARRANGEMENT: Numerical by sequential case number.

DESCRIPTION:

These files document the legal process and the administration of justice in civil matters heard by the Fourth District Court (Utah County). Case files contain petitions, orders, decrees, and all other relevant important documents relating to a case. Divorces are included up to 1990.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 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.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). Historic court records provide information about individuals and about legal processes. Civil cases include divorces and ownership issues. Civil judgments may be of longstanding relevance,

AGENCY: District Court (Fourth District : Utah County)

SERIES: 14435

TITLE: Civil case files

(continued)

particularly judgments on water rights issues.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Utah County)

SERIES: 26112

3

TITLE: Civil index to actions

DATES: 1896-1986.

ARRANGEMENT: Alphabetical by surname.

TOTAL VOLUME: 2.50 cubic feet.

DESCRIPTION:

This series serves as an alphabetical index to the civil registers of action kept by the court. For each numbered volume in this series two separate books were created, one listing entries by surname of the plaintiff and one listing entries by surname of the defendant. Specific information recorded for each name includes the docket number (case number) as well as the register of action book number the case can be found in.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

These books are critical to accessing both historic and contemporary register books kept by the court in addition to serving as a useful way to look up civil case file numbers.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Utah County)

SERIES: 25945

1

TITLE: Civil record books

DATES: 1945-1957.

ARRANGEMENT: Chronological by case file number.

DESCRIPTION:

These record books contain copies of decrees, orders, findings of fact and conclusions, and other documents for cases heard by the 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).
These court records are of historical value.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Utah County)

SERIES: 25940

1

TITLE: Civil registers of actions

DATES: 1896-1986.

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

DESCRIPTION:

Registers of actions are listings of all actions relative to individual cases. Registers provide complete histories of each case, including the names of the plaintiff and defendant, the case number, dates for every action and hearing, and the nature of the action taken on each date. Registers of action provide reference to court minute or record books.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: For records beginning in 1885 through 1970. Retain in State Archives permanently with authority to weed.

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

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the legal and historical value of the 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 (Fourth District : Utah County)

SERIES: 30750

3

TITLE: County and court record index book

DATES: undated.

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

This series contains a variety of indexes for both Utah County government records and Fourth District Court of Utah County records. Record indexes include county incorporation records, civil cases and probate cases

RETENTION:

Retain permanently

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).

Contains an indexes that assist in the access to permanent records.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: District Court (Fourth District : Utah County)

SERIES: 3592

4

TITLE: Criminal case files

DATES: 1896-

ARRANGEMENT: Numerical by sequential case number.

DESCRIPTION:

These are criminal case files (predominantly first, second and third degree felonies, but also misdemeanor and juvenile cases) for the Fourth District Court. Case files typically include 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.

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: Retain in Office for 8 years and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

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

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

These records have historical value(s).

Criminal Case Files have continuing administrative and legal value since they document the functions of the Fourth District Court and continue to serve current and future administrative needs and historical research. Furthermore, the series should be

AGENCY: District Court (Fourth District : Utah County)

SERIES: 3592

TITLE: Criminal case files

(continued)

retained as a vital record essential for the operation of the court and their ability to fulfill obligations to the public.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Utah County)

SERIES: 25943

3

TITLE: Criminal registers of action

DATES: 1896-

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

DESCRIPTION:

Registers of actions are listings of all actions relative to individual cases. Registers provide complete histories of each case, including the names of the plaintiff and defendant, the case number, dates for every action and hearing, and the nature of the action taken on each date. Registers of action provide reference to court minute or record books.

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: For records beginning in 1896 through 1946. Retain in State Archives permanently with authority to weed.

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

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

APPRAISAL:

These records have historical value(s).

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

AGENCY: District Court (Fourth District : Utah County)

SERIES: 25943

TITLE: Criminal registers of action

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Utah County)

SERIES: 29663

3

TITLE: Deposited original wills

DATES: 1890-2017.

ARRANGEMENT: Alphabetical.

DESCRIPTION:

These original wills were deposited by individuals with district courts for safekeeping, as per Utah Code 75-2-901 (2016). Wills are legal instruments which divide an individual's possessions and assets among his/her beneficiaries and include information concerning the executor of the estate, as well as the signatures of witnesses and attorneys involved. A will may be divided into several sections and cover a variety of topics regarding the estate.

RETENTION AND DISPOSITION AUTHORIZATION:

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

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

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2018.

AGENCY: District Court (Fourth District : Utah County)

SERIES: 14436

3

TITLE: Divorce case files

DATES: 1990-

ARRANGEMENT: Numerical by sequential case file number

DESCRIPTION:

These files document the legal process and the administration of justice in civil matters heard by the Fourth District Court (Utah County). Case files contain petitions, orders, decrees, and all other relevant important documents relating to a case. These case files relate only to divorces. Divorce cases were separated from other civil cases in 1990.

RETENTION:

Permanent. Retain for 40 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 until scanned and then transfer to State Records Center. Retain in State Records Center for 40 years and then transfer to State Archives.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

These records have historical value(s).

These case files have ongoing evidentiary and research value.

AGENCY: District Court (Fourth District : Utah County)

SERIES: 14436

TITLE: Divorce case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Utah County)

SERIES: 25987

1

TITLE: Examination record books state institutions

DATES: 1940-1980.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Examination record books are registers of action for guardianships of incompetent persons and insanity cases. In order for someone to be committed to the State Hospital they must be examined by a mental health professional who then makes a recommendation to the Court. The judge makes commitment determinations and issues orders. In the case of incompetent persons, the judge determines the need for guardianship.

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. 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:

Controlled

AGENCY: District Court (Fourth District : Utah County)

SERIES: 13488

3

TITLE: Execution records

DATES: 1893-1935.

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: District Court (Fourth District : Utah County)

SERIES: 25948

1

TITLE: Indictment and information record books

DATES: 1898-1952.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

These books contain formal statements written by prosecuting attorneys charging a person or persons with an offense.

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. Book(s) serve as a vital record essential for the operation of the court and its ability to fulfill obligations to the public.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Utah County)

SERIES: 84182

4

TITLE: Inheritance tax liens registers

DATES: i 1905-1952.

ARRANGEMENT: Chronological

DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: District Court (Fourth District : Utah County)

SERIES: 26962

1

TITLE: Inquest files

DATES: 1909-1927.

ARRANGEMENT: alphabetical by surname of deceased

DESCRIPTION:

Justices of the peace in Utah County held inquests or hearings on the bodies of dead persons who might have died by unlawful means to determine the cause of death and to determine whether or not it was felonious. Inquests also included individuals whose deaths may have been natural, but where the cause was not certain. Files containing the results of those inquests from various precincts around the county were filed with Fourth District Court in Utah County.

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).

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.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Utah County)

SERIES: 28932

3

TITLE: Judgment docket books

DATES: 1896-1991.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These records serve as an index to judgments such as divorce decrees, monetary judgments, abstracts, and delinquent tax judgments rendered against an individual or business by the Fourth Judicial District Court in Utah County. Case information includes the name of the judgment debtor, the name of the judgment creditor, the register number, the court where filed, the date of judgment, the date of docketing, the amount of the judgment, the book and page number in the judgment record, the date appealed, the judgment of the appellate court, and satisfaction (if applicable).

RETENTION:

Permanent. Retain for 25 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 25 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have historical value as they document the rights of individuals, legal procedure, and court history and functions.

AGENCY: District Court (Fourth District : Utah County)

SERIES: 28932

TITLE: Judgment docket books

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2016.

AGENCY: District Court (Fourth District : Utah County)

SERIES: 25955

1

TITLE: Jurors and witnesses time and fee books

DATES: 1896-1946.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These books list the names of jurors and witnesses and tell which case they were involved in which days they attended court, how far they traveled, the rate at which they were paid, and how much they were paid.

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. Book(s) serve as a vital record essential for the operation of the court and its ability to fulfill obligations to the public.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Utah County)

SERIES: 26020

1

TITLE: List of civil cases dealing with water rights

DATES: 1870-1949.

ARRANGEMENT: Chronologically by date.

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

The Fourth District Court has compiled a list of civil cases dealing with water rights issues. This list includes the case number, minute book number, date of case, and names of plaintiffs and defendants.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Paper copy: 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 (Fourth District : Utah County)

SERIES: 15098

3

TITLE: Mental health commitment case files

DATES: 1896-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

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

RETENTION:

Permanent. Retain for 9 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1995

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then transfer to State Records Center. 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 Office permanently.

Computer data files: Retain in Office until administrative need ends and then delete.

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

AGENCY: District Court (Fourth District : Utah County)

SERIES: 15098

TITLE: Mental health commitment case files

(continued)

of the judge's decrees and final judgments to parties in an
action may well extend beyond their immediate administrative use.

PRIMARY DESIGNATION:

Controlled Rule 4-202.02(5), CJA

AGENCY: District Court (Fourth District : Utah County)

SERIES: 30749

3

TITLE: Minute Book Indexes

DATES: 1972-1976.

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

This series contains an index of names related to informations found in the court minutes.

RETENTION:

Retain permanently

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).

Contains information that helps provide access to permanent court minutes.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Utah County)

SERIES: 19504

3

TITLE: Minutes

DATES: 1896-1969.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Minutes are a daily record of documents filed and actions taken with regard to every matter brought before each session of the court, largely regarding documents submitted, appearances before the court, and orders issued.

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 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 (Fourth District : Utah County)

SERIES: 25988

1

TITLE: Probate and insanity cases indexes

DATES: 1896-1977.

ARRANGEMENT: Alphabetical by first letter of surname.

DESCRIPTION:

This index references Probate registers of action 4-17 as well as Examination register E-1. These registers include probate, guardianship, adoption, name changes, and insanity cases. Additional indexes include sanity indexes of cases handled for other counties in the state of Utah by the Fourth District Court (Utah County). Often cases pertaining to the mentally ill were handled in Utah County regardless of the persons lawful county of residence due to the State Mental Hospital being located in Provo. Instead of transporting the patients back to their respective counties of residence, the local court assumed jurisdiction over State Mental Hospital hearings. The counties were subsequently charged a fee for the services provided by the court and Utah County clerk in the receiving, filing, and notices of these hearings.

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).

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

PRIMARY DESIGNATION:

Private

AGENCY: District Court (Fourth District : Utah County)

SERIES: 14437

3

TITLE: Probate case files

DATES: 1868-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These are probate case files created by the the fourth judicial district court. The files document the various legal aspects of individual probates, i.e., cases involving adoptions, guardianships, and the estates of deceased or incompetent persons.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1995

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then transfer to State Records Center. Retain in State Records Center for 50 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.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

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

This disposition is based on the historical value of these records. They are a valuable research tool.

AGENCY: District Court (Fourth District : Utah County)

SERIES: 14437

TITLE: Probate case files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt

AGENCY: District Court (Fourth District : Utah County)

SERIES: 25990

1

TITLE: Probate claims register

DATES: 1889-1946.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This book contains a list of claims filed against estates in the probate process. The ledger includes name of estate, name of claimant, amount, character of claim, date of allowance, and amount allowed. Rejected claims are also noted.

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. Book(s) serve as a vital record essential for the operation of the court and its ability to fulfill obligations to the public.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Utah County)

SERIES: 26110

3

TITLE: Probate index to actions

DATES: 1896-1986.

ARRANGEMENT: Alphabetical by surname.

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

This series contains an index to probate register of action entries which includes the probate of estates, guardianships of minors and incompetent adults, name changes, and adoptions. The index identifies a name, date, and docket number (case number) in each instance.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

This index is critical to accessing both historic and contemporary register books kept by the court in addition to serving as a useful way to look up probate case file numbers.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

AGENCY: District Court (Fourth District : Utah County)

SERIES: 26110

TITLE: Probate index to actions

(continued)

Exempt.	UCA 78-30-15 (2008). As of 1 July 1999, adoptions become public after 100 years; until then they are sealed and only obtainable through the court. This book include occasional reference to adoptions.
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AGENCY: District Court (Fourth District : Utah County)

SERIES: 25944

3

TITLE: Probate inventory and appraisal records

DATES: 1886-1926.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

In these books the court clerk has recorded only the inventory and appraisement for probate cases handled by the court.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1894 through 1926. 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 (Fourth District : Utah County)

SERIES: 1373

4

TITLE: Probate record books

DATES: i 1875-1973.

ARRANGEMENT: Alphanumerical with chronological entries.

DESCRIPTION:

Probate record books contain the details of proceedings in estate and guardianship cases. Personal name change cases may also appear. For deceased persons, the will, appraisals and inventories, and the settlements are recorded. For guardianships, the appointment of a guardian and frequently an account of some property are noted. Adoption records give the full order of adoption, often with statements from both the natural and adoptive parents or a social service agency detailing circumstances of the adoption. The county probate court was responsible for the proceedings of these cases until statehood (1896), at which time the probate court was dissolved and the district court assumed the responsibility.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: For records beginning in 1958 through 1964.
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1958 through 1964.
Retain in State Archives permanently.

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.

AGENCY: District Court (Fourth District : Utah County)

SERIES: 1373

TITLE: Probate record books

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt.

UCA 78-30-15 (2008). As of 1 July 1999, adoptions become public after 100 years; until then they are sealed and only obtainable through the court.

AGENCY: District Court (Fourth District : Utah County)

SERIES: 25986

1

TITLE: Probate registers of action

DATES: 1896-1986.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Registers of action are listings of all actions relative to individual cases. Registers provide complete histories of each case, including the names of deceased persons in the probate of estates or of incapacitated persons or minors in the case of guardianships, dates for every action and hearing, and the nature of the action taken on each date. Registers of action provide reference to court minute or record books.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Utah County)

SERIES: 83993

1

TITLE: Provo city treasurer exhibit ledger

DATES: 1922-1928.

ARRANGEMENT: none

DESCRIPTION:

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This retention is based on the municipal financial general records retention schedule (9/85). It only provides cursory glance at the Provo City finances and provides no information on the court case. Court exhibits have limited retentions under the court general retention schedules.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Fourth District : Utah County)

SERIES: 3589

3

TITLE: Trial transcript

DATES: 1930-

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:

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 (Fourth District : Utah County)

SERIES: 17830

3

TITLE: Wills

DATES: 1874-1954.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Wills are recorded with the court to direct the disposition of an individual's estate upon his passing.

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public