

Retention and Classification Report

Agency: District Court (Sixth District : Garfield County) (1691)

Garfield County Courthouse
55 South Main Street
Panguitch, UT 84759
435-676-1163

Records Officer: _____

24397	Actions index
22682	Case files
22683	Court case indexes
24374	*Declaration of intentions
27446	*Information and indictment book
84072	Inheritance tax liens registers
24373	Judgment dockets
27445	*Minute books
24375	*Naturalization records
18264	Orders and decrees
24433	Probate case files
01115	Probate record books
22926	Probate registers of actions
18270	*Registers of actions
29938	*Wills deposited for safekeeping

AGENCY: District Court (Sixth District : Garfield County)

SERIES: 24397

3

TITLE: Actions index

DATES: 1899-

ARRANGEMENT: Alphabetical by first letter of defendant's and plaintiff's name

DESCRIPTION:

This is an index to the register of actions. It includes defendant's and plaintiff's name, file number, and date of filing.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

APPROVED: 10/2001

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Garfield County)

SERIES: 22682

3

TITLE: Case files

DATES: 1896-

ARRANGEMENT: Numerical by case number, thereunder chronological

DESCRIPTION:

This series contains civil, criminal and probate case files.

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: For records beginning in 1900 through 1948. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1949 and continuing to the present. Retain in Office permanently.

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 (Sixth District : Garfield County)

SERIES: 22683

4

TITLE: Court case indexes

DATES: 1896-1966

ARRANGEMENT: Alphabetical by first letter of plaintiff or defendant surname

DESCRIPTION:

This series contains civil, criminal and probate case alphabetic indexes created by the Court, to record the names of the parties involved in civil, criminal and probate actions and provide assigned case numbers, facilitating clerical management of and access to the case files. The index contains plaintiff name, defendant name, register of action page number, case file number, and date of filing.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently 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.

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 Services, Department of Finance, 1980, page 1). The indexes have historical, administrative, and legal value and facilitate access to the permanent civil, criminal and probate case files which provide documentation about individuals, legal procedure, court history and functions, and other topics useful

AGENCY: District Court (Sixth District : Garfield County)

SERIES: 22683

TITLE: Court case indexes

(continued)

to legal researchers and historians.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Garfield County)

SERIES: 24374

3

TITLE: Declaration of intentions

DATES: 1896-1906.

ARRANGEMENT: Chronological, thereunder numerical by declaration number

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These volumes contain completed preprinted declaration of intention forms for county residents seeking to become United States citizens. A declaration of intention preceded a petition to become a citizen by two or more years. The forms included the following information: state; county; name, age, occupation, and description of applicant; place and date of birth; current residence; information on immigration (name of vessel, port arrived, date of arrival); and last foreign residence and name and title of ruler to whom he would renounce allegiance.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Declarations of intention, GRS-256.

AUTHORIZED: 05-12-2021

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Garfield County)

SERIES: 27446

3

TITLE: Information and indictment book

DATES: 1896-1927.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Garfield County)

SERIES: 84072

4

TITLE: Inheritance tax liens registers

DATES: i 1915-

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:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

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 (Sixth District : Garfield County)

SERIES: 24373

3

TITLE: Judgment dockets

DATES: 1896-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

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

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2001

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). This series is historically valuable since it provides access to the civil case files and all court proceedings.

AGENCY: District Court (Sixth District : Garfield County)

SERIES: 24373

TITLE: Judgment dockets

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Garfield County)

SERIES: 27445

3

TITLE: Minute books

DATES: 1896-1992.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1896 through 1923. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1924 through 1992. Retain in Office permanently.

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

SECONDARY DESIGNATION(S):

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

AGENCY: District Court (Sixth District : Garfield County)

SERIES: 24375

3

TITLE: Naturalization records

DATES: 1905-1924.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These books contain copies of certificates of citizenship issued to newly naturalized United States citizens. The certificates are printed forms containing blanks for the date, individual's name, place of birth, current county of residence, and the notarized signature of person seeking citizenship renouncing allegiance to any other country.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Certificates of citizenship, GRS-251.

AUTHORIZED: 05-12-2021

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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 (Sixth District : Garfield County)

SERIES: 18264

1

TITLE: Orders and decrees

DATES: 1896-

ARRANGEMENT: unknown

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: District Court (Sixth District : Garfield County)

SERIES: 24433

3

TITLE: Probate case files

DATES: 1900-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These case files probate

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 1918. Retain in State Archives permanently or until microfilmed.

Paper: For records beginning in 1920 and continuing to the present. Retain in Office permanently.

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

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. 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 (Sixth District : Garfield County)

SERIES: 24433

TITLE: Probate case files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Exempt.

Adoptions

AGENCY: District Court (Sixth District : Garfield County)

SERIES: 1115

4

TITLE: Probate record books

DATES: 1883-1892; 1980-

ARRANGEMENT: Alphanumerical with chronological entries

DESCRIPTION:

These record books detail the proceedings in estate and guardianship cases. Personal name change cases may also appear. For deceased persons, the will, appraisals and inventories, and the settlements are recorded. For guardianships, the appointment of a guardian and frequently an account of some property are noted. Adoption records give the full order of adoption, often with statements from both the natural and adoptive parents or a social service agency detailing circumstances of the adoption. 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:

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: For records beginning in 1883 through 1892.
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1883 through 1892.
Retain in State Archives permanently.

AGENCY: District Court (Sixth District : Garfield County)

SERIES: 1115

TITLE: Probate record books

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt.

All records relating to adoptions are sealed for 100 years in accordance with Utah Code 78B-6-141.

AGENCY: District Court (Sixth District : Garfield County)

SERIES: 22926

3

TITLE: Probate registers of actions

DATES: 1959-

ARRANGEMENT: Chronological

DESCRIPTION:

This series documents the individual probate cases tried by the District Court for Garfield County. As documents are filed with the courts, the filings are logged in the register of actions for each specific case file. Prior to 1959, probate registers of action were together with criminal and civil registers of actions.

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 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 (Sixth District : Garfield County)

SERIES: 18270

4

TITLE: Registers of actions

DATES: 1896-1966.

ARRANGEMENT: Numerical by case number, thereunder chronological
DESCRIPTION:

Records and documents pertaining to a particular civil, criminal or probate action are filed together by the court clerk and collectively these documents constitute the case file. As these records or actions are filed, the clerk enters them in the registers which comprise this series. Probate registers became a separate series in 1959. A register of actions may contain the following entries for each 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, disclaimers, bonds, and inventories.

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.

APPRAISAL:

These records have administrative, historical, and/or legal 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.

AGENCY: District Court (Sixth District : Garfield County)

SERIES: 18270

TITLE: Registers of actions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Garfield County)

SERIES: 29938

3

TITLE: Wills deposited for safekeeping

DATES: 1890-2017.

ARRANGEMENT:

DESCRIPTION:

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

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

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

FORMAT MANAGEMENT:

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

APPRAISAL:

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

These records document the process of settling an estate of a deceased person and may have genealogical value.

AGENCY: District Court (Sixth District : Garfield County)

SERIES: 29938

TITLE: Wills deposited for safekeeping

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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