

Retention and Classification Report

Agency: District Court (Sixth District : Piute County) (1693)

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Records Officer: _____

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AGENCY: District Court (Sixth District : Piute County)

SERIES: 30622

3

TITLE: Certificates of Citizenship

DATES: 1896-1902.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains a set of pre-printed forms used to record certificates of citizenship for applicants who had met the necessary requirements. The forms record such information as application date, applicant name, place of foreign origin, current place of residence, and the signature of the judge granting citizenship.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Petitions for naturalization, GRS-276.

AUTHORIZED: 05-12-2021

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as primary documentation of the legal status of individuals who were granted citizenship. The records also have high genealogical value.

AGENCY: District Court (Sixth District : Piute County)

SERIES: 30622

TITLE: Certificates of Citizenship

(continued)

PRIMARY DESIGNATION:

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

AGENCY: District Court (Sixth District : Piute County)

SERIES: 18222

3

TITLE: Civil and criminal case files

DATES: 1896-

ARRANGEMENT: numerical by case number

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2009

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 permanently.

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, particularly judgments on water rights issues.

AGENCY: District Court (Sixth District : Piute County)

SERIES: 18222

TITLE: Civil and criminal case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Piute County)

SERIES: 18230

4

TITLE: Civil and criminal registers of actions

DATES: 1896-1953.

ARRANGEMENT: Numerical by case number, thereunder chronological
DESCRIPTION:

Records and documents pertaining to a particular civil or criminal 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. 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, and disclaimers.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed 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 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 : Piute County)

SERIES: 18230

TITLE: Civil and criminal registers of actions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Piute County)

SERIES: 27630

3

TITLE: Civil Cases Index

DATES: 1896-

ARRANGEMENT:

DESCRIPTION:

This index is a book used to keep a record of plaintiff, defendant and case number.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/2008

FORMAT MANAGEMENT:

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 record provides convenient access to case numbers and names of plaintiffs and defendants to facilitate research.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Piute County)

SERIES: 18229

3

TITLE: Civil case transcripts

DATES: 1904.

ARRANGEMENT: Undated.

DESCRIPTION:

Transcripts are an official and certified copy of what transpired in court or at an out-of-court deposition.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2009

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
Transcripts are historical.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2017.

AGENCY: District Court (Sixth District : Piute County)

SERIES: 30623

3

TITLE: Declarations of Intention

DATES: 1898-1920.

ARRANGEMENT: Chronological by declaration date.

DESCRIPTION:

This series contains forms used to document an individuals intent to become a naturalized citizen. Filing of a "declaration of intention to become a citizen" at least two years prior to applying for citizenship was the first step in the naturalization process.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

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 for 50 years and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of individuals who initiated the process to become naturalized citizens.

AGENCY: District Court (Sixth District : Piute County)

SERIES: 30623

TITLE: Declarations of Intention

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Piute County)

SERIES: 30565

3

TITLE: Executors' record

DATES: 1898-1909.

ARRANGEMENT: Chronological by filing date.

DESCRIPTION:

This series contains executor's records, which may include, name of decedent, order appointing time for probate of will, directions for publication of notices, testimony of subscribing witness on probate of will, letters of administration with will annexed, order appointing appraisers, and final discharge of executor.

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: 05/2020. UCJA Appendix F (B)(10) (2020).

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Document the administration of estates probated in the District Court.

AGENCY: District Court (Sixth District : Piute County)

SERIES: 30565

TITLE: Executors' record

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Piute County)

SERIES: 18317

3

TITLE: Grand jury records

DATES: 1901-1912.

ARRANGEMENT: chronological

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2009

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 : Piute County)

SERIES: 20909

3

TITLE: Indictment Records

DATES: 1899-1925.

ARRANGEMENT: Chronological by date

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.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Piute County)

SERIES: 18223

3

TITLE: Judgment record books

DATES: 1896-

ARRANGEMENT: unknown

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2009

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 : Piute County)

SERIES: 6107

3

TITLE: Judgment records index

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:

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.

AGENCY: District Court (Sixth District : Piute County)

SERIES: 30563

3

TITLE: Jurors' and witnesses time book

DATES: 1896-1934.

ARRANGEMENT: Chronological.

DESCRIPTION:

This book contain time keeping records for people acting as juror's or witness for the 6th District Court in Piute County for the purposes of issuing payment for their services. Records include names of people serving as jurors or witnesses, days of the month on which services were rendered, miles traveled, amount reimbursed for travel, and amount paid for service.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Records document evidence of the process for managing juries and witnesses in the District Courts at statehood and into the early 20th century.

AGENCY: District Court (Sixth District : Piute County)

SERIES: 30563

TITLE: Jurors' and witnesses time book

(continued)

PRIMARY DESIGNATION:

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

AGENCY: District Court (Sixth District : Piute County)

SERIES: 18227

3

TITLE: Minutes

DATES: 1896-

ARRANGEMENT: chronological

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2009

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 : Piute County)

SERIES: 18263

3

TITLE: Orders and decrees

DATES: 1897-1966.

ARRANGEMENT: unknown

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2009

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 : Piute County)

SERIES: 18234

3

TITLE: Petitions for naturalization

DATES: 1896-1920.

ARRANGEMENT: none

DESCRIPTION:

This film contains both Declaration of Intention record books and Naturalization record books. The number of entries in any of the volumes are few.

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 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.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Piute County)

SERIES: 18315

3

TITLE: Probate case files

DATES: 1896-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Probate case files from the 6th District Court in Piute County primarily involve the probate of estates for deceased persons and guardianship for minors and incompetent persons. Probate is judicial oversight of property in transition. Probate of estates 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 some adoptions.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2009

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

Paper: Retain in Office permanently.

AGENCY: District Court (Sixth District : Piute County)

SERIES: 18315

TITLE: Probate case files

(continued)

APPRAISAL:

These records have historical value(s).

AGENCY: District Court (Sixth District : Piute County)

SERIES: 18316

3

TITLE: Probate orders and decrees

DATES: 1897-1975.

ARRANGEMENT: unknown

DESCRIPTION:

These record books contain transcripts of orders and decrees entered in civil and probate files.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2009

FORMAT MANAGEMENT:

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

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

PRIMARY DESIGNATION:

Private

AGENCY: District Court (Sixth District : Piute County)

SERIES: 1353

4

TITLE: Probate record books

DATES: i 1869-1910.

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.

Film linked to the series may include probate minutes.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: For records beginning in 1869 through 1910.
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1869 through 1910.
Retain in State Archives permanently.

Paper: Retain in Office permanently after being microfilmed.

AGENCY: District Court (Sixth District : Piute County)

SERIES: 19497

3

TITLE: Probate registers

DATES: 1893-1896.

ARRANGEMENT:

DESCRIPTION:

Registers logging actions taken in probate (estate, guardianship, etc.) cases. Show case, action taken, and date. May also give information on case number or filing in record books.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed 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.