

Retention and Classification Report

Agency: District Court (Seventh District : Sanpete County) (1694)

Sanpete County Courthouse
160 North Main, P.O. Box 100
Manti, UT 84642
435-835-2135

Records Officer: _____

13473	*Bonds
27567	*Certificates of citizenship record books
03638	Civil case files
26691	*Civil registers of action
14695	Criminal case files
26692	*Criminal registers of action
15841	*Declarations of intentions
20532	*Divorce and commitment index
27331	*Index to civil actions
26600	*Index to register of estates
26702	*Indictment and information books
84105	*Inheritance tax liens registers
14698	*Insane commitment case files
26703	*Insane record book
26693	*Judgment dockets
21849	*Judgment record books
21850	Minute Books
15840	*Naturalization records
21848	*Orders and decrees record books
14694	Probate case files
21881	*Probate record book index
01336	*Probate record books
21851	*Probate registers of actions
26743	Transcripts
85304	Wills
29878	*Wills deposited for safekeeping

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 13473

3

TITLE: Bonds

DATES: 1874-1878.

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 (Sixth District : Sanpete County)

SERIES: 27567

3

TITLE: Certificates of citizenship record books

DATES: 1896-1906.

ARRANGEMENT: Chronological by date of entry.

DESCRIPTION:

To become a citizen of the United States, an individual normally filed a "declaration of intention to become a citizen" at least two years prior to applying for citizenship. The next step was the naturalization hearing at which the candidate and witnesses either made oral statements or filed written petitions and affidavits attesting to the applicant's character, worthiness to become a citizen, and the validity of statements made to the court. If the judge found the applicant eligible to become a citizen, an oath was administered and the individual renounced his former citizenship. At this point a certificate of citizenship was issued documenting the fact. The certificates in this series summarize the hearing and oaths.

The applicant's name and current nationality were noted. The applicant was required to give evidence that he had declared his intention to become a citizen at least two years earlier. Two U.S. citizens attested that the applicant had resided in the United States at least five years and in Utah territory at least one year. They also testified that the applicant was of good moral character and behaved in a manner supportive of the U.S. Constitution. The applicant was sworn to support the Constitution and renounce allegiance to his former nation and particularly, by name, to its ruler.

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).

Based on the historical value of these records in tracking individuals who naturalized in the Sixth District Court in Sanpete County.

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 27567

TITLE: Certificates of citizenship record books

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 3638

3

TITLE: Civil case files

DATES: 1887-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

These case files from the Sixth District Court in Sanpete County document the legal process and the administration of justice in conjunction with a civil proceeding for the determination of a controversy between parties wherein rights are enforced or protected, or wrongs are prevented or redressed. Included are all cases which cannot legally be called "criminal cases". Records and documents pertaining to a particular action are filed together by the court clerk, who is required by the Rules of Civil Procedure to file pleadings and other legal papers. Collectively they constitute the case file.

A civil action commences with the filing of a complaint with the court or by service to the defendant of a summons together with a copy of the complaint. A unique case number is assigned by the court when the papers are filed with the clerk. The case file for a particular action includes the original complaint or summons together with all legal papers subsequently filed in connection with the court proceeding through disposition or dismissal. Included are such documents as: depositions (or written testimony), demurrers (which are pleas for the dismissal of a lawsuit on the grounds that even if the statements of the opposition are true, they do not sustain the claim), interrogatories (a pretrial discovery tool in which written questions are propounded by one party and served to the adversary, who must answer by written replies made under oath), answers, counter claims, replies, motions, petitions, affidavits (written statements made under oath before an officer of the court, notary public, or other authorized person), stipulations (an agreement between attorneys that concerns business before a court and is designed to simplify, shorten, or settle litigation and save costs), exhibit documents (written contracts, bills, receipts, etc.), notices, objections, citations, sheriff's certificates, judge's orders and rulings, judge's instructions to the jury, judge's findings of fact and conclusions of law, final decrees, judgments, and executions (the process of carrying into effect a court's judgment, decree, or order).

Demurrers, pleas, and exceptions for insufficiency were abolished in 1953. Transcripts (an official and certified copy of what transpired in court or at an out-of-court deposition) and exhibits (items of real evidence) are not included in the case files.

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 3638

TITLE: Civil case files

(continued)

Petitions for divorce are the predominant type of action in the civil case files. Suits to recover money are also common. These actions arise out of failure to honor promissory notes or other contract terms and non- payment of rent, lease payments, and court-ordered judgments. Attempts by plaintiffs to recover medical costs and lost income arising out of personal injury cases resulting from alleged carelessness or neglect appear frequently. These include traffic mishaps or accidents involving neighbors, employees, or business customers. Property cases include disputed ownership, damage, and contested improvements.

Legal actions include voluntary withdrawal or dissolution of corporations as well as petitions for a writ of habeas corpus (a court order requiring that a prisoner be brought before a judge to decide the legality of his detention or imprisonment). Court business (grand jury lists and reports, orders summoning persons to serve as jurors, various writs, etc.) have also been assigned civil case numbers.

According to statute, the district court has jurisdiction in all civil matters not excepted by the state constitution and not prohibited by law. During each calendar year the court is required to hold at least three terms at the county seat of each county within the district. The county clerk in each county serves as ex- officio clerk to the court and is responsible for maintaining the case files for actions arising in that county.

Responsibility for cases involving minimal monetary claims was reassigned to the newly created small claims departments of inferior courts in 1933. When inferior courts have original jurisdiction, the district court is limited to hearing appeals. Included are violations of city and town ordinances, as well as minor traffic laws, where a City Court or Justice of the Peace Court is established. Upon receipt of an appeal, the district court conducts a complete retrial of the case.

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 3638

TITLE: Civil case files

(continued)

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 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 Office permanently.

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 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 : Sanpete County)

SERIES: 3638

TITLE: Civil case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 26691

3

TITLE: Civil registers of action

DATES: 1887-1993.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Civil cases document the legal process and the administration of justice in conjunction with civil proceedings for the determination of a controversy between parties wherein rights are enforced or protected, or wrongs are prevented or redressed. Records and documents pertaining to a particular civil action are filed together by the court clerk and collectively these documents constitute the case file. As these records or actions are filed, the clerk enters them in the registers which comprise this series. The clerk is required as documents enter the case file to make a notation that shows "the nature of each paper filed or writ issued and the substance of each order or judgment of the court and of the returns showing execution of process. The notation of an order or judgment shall show the date the notation is made. When trial by jury has been properly demanded or ordered the clerk shall enter the word 'jury' on the page assigned to that action" [UCA 79 (b) (2)].

A register of actions may contain the following entries for each civil case: name of the attorney for plaintiff and defendant, name of the judge presiding over the case, petitions, complaints, summons, answers to summons, orders from the court, assignment of judges, exhibits, judgment, findings and conclusions, costs, decrees, requests by attorneys for instructions to the jury, verdict, motions for cross complaints or new trials, amendments to previous answers and disclaimers.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 26691

TITLE: Civil registers of action

(continued)

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.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 14695

3

TITLE: Criminal case files

DATES: 1893-

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 Sixth District Court in Sanpete Court. Includes predominantly first, second and third degree felonies, but also misdemeanor and juvenile cases.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/2003

FORMAT MANAGEMENT:

Paper: For records beginning in 1893 through 1945. Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently.

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

Paper: Retain in Office for 10 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in Office permanently.

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 14695

TITLE: Criminal case files

(continued)

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 26692

3

TITLE: Criminal registers of action

DATES: 1916-1993.

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

DESCRIPTION:

Traditionally district courts, including Sixth District Court (Sanpete County), created a register of actions for each criminal case heard before the court. The register commenced when the accusation was filed, and thereafter the court listed each action until the case was dismissed or resolved with a conviction or acquittal. For each case the court clerk identified the defendants, the crime of which he was accused, a court assigned case number, and the names of representing attorneys. For each action the clerk listed the type of action taken and the date on which that action was taken. Registers of action are case summaries which provide reference to additional records. Court assigned case numbers listed in the registers are a guide to case files which contain all of the important documents related to the case.

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).

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 26692

TITLE: Criminal registers of action

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 15841

3

TITLE: Declarations of intentions

DATES: 1896-1929.

ARRANGEMENT: Chronological

DESCRIPTION:

Multiple series filmed together. These films contain Declaration of Intention record books, citizenship certificates and naturalization record books, and citizenship certificate stubs as well as loose papers pertaining to naturalization. The earliest materials were created in the Sanpete County Probate Court; the later materials in the District Court in and for Sanpete County.

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 transfer to State Archives with authority to weed provided 1859-1865 have been transferred.

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

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

These records have historical 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.

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 15841

TITLE: Declarations of intentions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 20532

3

TITLE: Divorce and commitment index

DATES: 1875-1911.

ARRANGEMENT: Alphabetical by first letter of surname.

DESCRIPTION:

This book indexes both early divorces in the County Probate Court and somewhat later insane commitments in the District Court for Sanpete County. Divorces appear in the top half under each letter, commitments in the bottom.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

Microfilm duplicate: Retain in 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. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment and this index provides access to those case files.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 27331

3

TITLE: Index to civil actions

DATES: 1887-1993.

ARRANGEMENT: Alphabetically by first letter of surname with separate lists for defendants and plaintiffs, thereunder chronological by

DESCRIPTION:

These indexes provide reference to case files and registers of action for civil cases. Information in the indexes includes names of plaintiffs and defendants, case number, and date filed,

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.

APPRAISAL:

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

The indexes provide access to case files which have enduring legal and historic value.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 26600

3

TITLE: Index to register of estates

DATES: 1894-1993.

ARRANGEMENT: Alphabetical by first letter of surname

DESCRIPTION:

This index provides case numbers for Probate case files (Series 14694) and page numbers from the Probate registers of Action (Series 21851) for estate cases as well as guardianship, adoption, and incompetence cases. Entries that do not list a register number apparently are providing page numbers from Book 1 in the registers of action.

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.

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

APPRAISAL:

These records have historical value(s).

This series provides access to other permanent historic court records.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt. Adoptions are restricted for 100 years.

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 26702

3

TITLE: Indictment and information books

DATES: 1923-1965.

ARRANGEMENT: Chronological

DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 84105

4

TITLE: Inheritance tax liens registers

DATES: i 1905-1932.

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.

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 14698

3

TITLE: Insane commitment case files

DATES: 1890-1911.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

These case files relate to insanity hearings heard by the probate division of the court. Typically the files include a warrant for the arrest of an insane person, information confirming nature of insanity including a physician's certificate describing symptoms, and finally a warrant for the subject's confinement in the State Insane Asylum at Provo, Utah.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently after microfilming.

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

Microfilm duplicate: Retain in 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 in documenting historic commitments to the State Hospital.

PRIMARY DESIGNATION:

Exempt	Letter of 9/19/2002 from Court Administrative Office says these can be treated as Private, ie. become public after 75-100 years depending on age of individual at the time.
--------	---

SECONDARY DESIGNATION(S):

Private

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 26703

3

TITLE: Insane record book

DATES: 1900-1924.

ARRANGEMENT: Chronological

DESCRIPTION:

The insanity book contains copies of documents related to insanity hearings heard by the probate division of the court. Typically the files include a warrant for the arrest of an insane person, information confirming nature of insanity including a physician's certificate describing symptoms, and finally a warrant for the subject's confinement in the State Insane Asylum at Provo, Utah.

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 : Sanpete County)

SERIES: 26693

1

TITLE: Judgment dockets

DATES: 1930-1958.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains the Judgment Dockets produced by the 6th District Court in Sanpete 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 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 (Sixth District : Sanpete County)

SERIES: 21849

3

TITLE: Judgment record books

DATES: 1896-1990.

ARRANGEMENT: Chronological by filing date.

DESCRIPTION:

This series contains judgment record books kept by the 6th District Court in Sanpete County. The text of judgments rendered in court cases are recorded in these volumes. These records function as a reference source for all final judgments made by the court in civil matters. Included are findings of fact, conclusions of law, and the decree or judgment. Recorded information includes the names of the parties involved, date, a summary of the case and findings, decisions rendered, and the names of officials.

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).

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 (Sixth District : Sanpete County)

SERIES: 21850

3

TITLE: Minute Books

DATES: 1896-

ARRANGEMENT: Chronological by court date.

DESCRIPTION:

This series contains the minute books from the Sixth District Court in Sanpete County, with actions from the criminal, civil, and probate divisions appearing throughout. Minute books contain the documentation of daily proceedings of the court but are not transcripts of court cases. Business matters include court site and officers present, jury selection, judicial appointments, expense claims, as well as entries noting the day's proceedings on various cases. A typical case will span multiple dates and will include an indictment or indication of the filed complaint, procedural issues, presentation of the case, witnesses' names, the verdict, and precise sentencing or settlement.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 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 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 (Sixth District : Sanpete County)

SERIES: 21850

TITLE: Minute Books

(continued)

SECONDARY DESIGNATION(S):

Exempt.

Exempt: UCA 78-30-15 (2008) occasional references to adoptions are restricted for 100 years.

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 15840

3

TITLE: Naturalization records

DATES: 1896-1955.

ARRANGEMENT: None

DESCRIPTION:

Multiple series filmed together. These films contain Declaration of Intention record books, citizenship certificates and naturalization record books, and citizenship certificate stubs as well as loose papers pertaining to naturalization. The earliest materials were created in the Sanpete County Probate Court; the later materials in the District Court in and for Sanpete County.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Microfilm master: Retain in 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).

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 : Sanpete County)

SERIES: 21848

3

TITLE: Orders and decrees record books

DATES: 1896-1902.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These record books contain transcripts of orders and decrees entered in civil and probate matters heard by the court.

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.

APPRAISAL:

These records have historical value(s).

These orders and decrees document early decisions of the court in both probate and civil matters.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 14694

3

TITLE: Probate case files

DATES: 1882-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Case files pertaining primarily to the estates of deceased persons, minors, and the incompetent. May also include adoptions. Documents pertaining to Probate Judge distribution of land to towns are also included.

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 50 years and then transfer to State Archives with authority to weed.

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

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 14694

TITLE: Probate case files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt.

Judicial records are public unless restricted under rules of civil procedure (UCA 63G-2-301-[1][f]). Included are custody proceedings, guardianship files, minutes, & probate records. Wills are generally

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 21881

3

TITLE: Probate record book index

DATES: 1873-1896.

ARRANGEMENT: Alphabetical

DESCRIPTION:

Name indexes to probate books B and E.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2009

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently after microfilming.

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).

This index provides access to probate minute books which in turn provide vital information about the workings of the early court.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 1336

4

TITLE: Probate record books

DATES: 1884-1990.

ARRANGEMENT: Alphanumerical with chronological entries

DESCRIPTION:

Probate record books contain details of proceedings in estate 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: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

Paper: Retain in Office permanently.

APPRAISAL:

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

Probate case documents contain much socioeconomic as well as family information.

PRIMARY DESIGNATION:

Exempt Public with the exception of adoptions which are sealed for 100 years.

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 21851

3

TITLE: Probate registers of actions

DATES: 1873-1966.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

This series documents the individual probate cases tried by the District Court for Sanpete County. As documents are filed with the courts, the filings are logged in the register of actions for each specific case file.

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.

APPRAISAL:

These records have historical value(s).

Probate registers provide access to probate case files and minutes, which in turn provide valuable information to family and social historians.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt. Exempt: UCA 78-30-15 (2008) These books contain occasional references to adoptions.

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 26743

1

TITLE: Transcripts

DATES: 1896-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in 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 (Sixth District : Sanpete County)

SERIES: 85304

4

TITLE: Wills

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

A legal instrument which divides a person's possessions and assets among his/her beneficiaries. Wills are administered by probate courts if the need arises and give 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 that concern the estate.

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.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 29878

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 with authority to weed.

APPRAISAL:

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

AGENCY: District Court (Sixth District : Sanpete County)

SERIES: 29878

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)