

Retention and Classification Report

Agency: District Court (Sixth District : Wayne County) (1696)

Wayne County Courthouse
18 South Main
Loa, UT 84747-0189
435-836-2479

Records Officer: _____

00005	Civil case files
00007	Criminal case files
13448	Minutes
18261	Orders and decrees
00006	Probate case files

AGENCY: District Court (Sixth District : Wayne County)

SERIES: 5

3

TITLE: Civil case files

DATES: 1896-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

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.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1990

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

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

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 : Wayne County)

SERIES: 5

TITLE: Civil case files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2018.

AGENCY: District Court (Sixth District : Wayne County)

SERIES: 7

3

TITLE: Criminal case files

DATES: 1896-

ARRANGEMENT: Numerical by case files.

ANNUAL ACCUMULATION: 0.10 cubic feet.

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 Wayne County. Includes predominantly first, second and third degree felonies, but also misdemeanor and juvenile cases.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1983

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have historical value(s).

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

AGENCY: District Court (Sixth District : Wayne County)

SERIES: 7

TITLE: Criminal case files

(continued)

to fulfill obligations to the public.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2018.

AGENCY: District Court (Sixth District : Wayne County)

SERIES: 13448

3

TITLE: Minutes

DATES: 1896-

ARRANGEMENT: Chronological

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: District Court (Sixth District : Wayne County)

SERIES: 18261

3

TITLE: Orders and decrees

DATES: 1892-

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 : Wayne County)

SERIES: 6

3

TITLE: Probate case files

DATES: 1896-

ARRANGEMENT: Numerical by case number.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Probate records 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:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1983

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These records are historical due to genealogical value and documentation of rights.

AGENCY: District Court (Sixth District : Wayne County)

SERIES: 6

TITLE: Probate case files

(continued)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2018.