

## Retention and Classification Report

**Agency:** District Court (Seventh District : Emery County) (1698)

1850 North 560 West  
P.O. Box 635  
Castle Dale, UT 84513  
435-637-7349

**Records Officer:** \_\_\_\_\_

16854	Administrators, Guardians, and Executors Books
17049	Adoption files
04419	Civil case files
22680	Civil case index
12319	*Civil registers of actions
04126	Criminal case files
21843	Criminal registers of actions
25752	*Declarations of intention record books
28179	*Index to civil registers
04138	Judgment docket files
12426	*Judgment dockets
12320	*Judgment record books
12427	*Minute books
16856	*Naturalization records and Indexes
25750	*Petitions for naturalization
12488	*Probate case files
01088	*Probate record books
21917	Probate registers of actions

**AGENCY:** District Court (Seventh District : Emery County)

**SERIES:** 16854

1

**TITLE:** Administrators, Guardians, and Executors Books

**DATES:** 1886-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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: For records beginning in 1886 through 1920. Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Paper: For records beginning in 1920 and continuing to the present. Retain in Office for 9 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Seventh District : Emery County)

**SERIES:** 17049

3

**TITLE:** Adoption files

**DATES:** 1920-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This series contains adoption case files exclusively.

**RETENTION:**

Permanent. Retain for 100 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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 with authority to weed.

**PRIMARY DESIGNATION:**

Exempt CJA 4-202(4) (Confidential)

**AGENCY:** District Court (Seventh District : Emery County)

**SERIES:** 4419

3

**TITLE:** Civil case files

**DATES:** 1896-

**ARRANGEMENT:** Numerical by case number.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These case files from the Seventh District Court in Emery 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.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1921 and continuing to the present. Retain in Office permanently or until microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

Paper: For records beginning in 1896 through 1920. Retain in State Archives permanently with authority to weed.

**AGENCY:** District Court (Seventh District : Emery County)

**SERIES:** 4419

**TITLE:** Civil 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 (Seventh District : Emery County)

**SERIES:** 22680

4

**TITLE:** Civil case index

**DATES:** 1896-1964

**ARRANGEMENT:** Alphabetical by first letter of surname

**DESCRIPTION:**

This series contains civil case alphabetic indexes created by the Court, to record the names of the parties involved in civil 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, and case file number (docket number). The second index contains defendant name, plaintiff name, register of action page number and case file number (docket number).

**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.

**APPRAISAL:**

These records have administrative, historical, and/or legal 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

**AGENCY:** District Court (Seventh District : Emery County)

**SERIES:** 22680

**TITLE:** Civil case index

(continued)

procedure, court history and functions, and other topics useful to legal researchers and historians.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Seventh District : Emery County)

**SERIES:** 12319

4

**TITLE:** Civil registers of actions

**DATES:** 1896-1986.

**ARRANGEMENT:** Numerical by case number, thereunder chronological  
**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 Office permanently after being 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 with authority to weed.

**AGENCY:** District Court (Seventh District : Emery County)

**SERIES:** 12319

**TITLE:** Civil registers of actions

(continued)

**APPRAISAL:**

These records have administrative, historical, and/or legal 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 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 (Seventh District : Emery County)

**SERIES:** 4126

3

**TITLE:** Criminal case files

**DATES:** 1896-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Case files are made up of the various documents filed with the Seventh District Court in Emery County pertaining to each specific case. The records usually contain information such as the case number, and the names of the defendants, counsel, jurors, and witnesses. The case file may include complaints, indictments, subpoenas, verdicts, warrants of arrest, execution or confinement, warrant returns, affidavits, orders, judgments, appeal notices. Files rarely include transcripts of testimony.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently or 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 Office permanently.

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

**AGENCY:** District Court (Seventh District : Emery County)

**SERIES:** 4126

**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 (Seventh District : Emery County)

**SERIES:** 21843

4

**TITLE:** Criminal registers of actions

**DATES:** 1896-

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

**DESCRIPTION:**

This series documents the individual criminal cases tried by the Seventh District Court in Emery County. Actions taken in each case are recorded on separate documents and then filed together to become the case file. As these documents enter the case file they are recorded in the Criminal registers of Actions.

Registers function as a chronological list of the actions taken in each criminal cases. A register of actions can contain the following: attorney for plaintiff and defendant, name of the judge presiding over the case, petitions, complaint, summons, answers to summons, orders from the court, assignment of judges, exhibits, judgment, findings and conclusions, costs, decrees, requests by the attorneys for instructions to the jury, verdict, motions for cross complaints or new trials, amendments to previous answers, and disclaimers.

**RETENTION:**

Permanent. Retain for 100 year(s)

**DISPOSITION:**

Transfer to Archives.

**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.

**AGENCY:** District Court (Seventh District : Emery County)

**SERIES:** 21843

**TITLE:** Criminal registers of actions

(continued)

**APPRAISAL:**

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

This disposition is based on the historical value of the Registers of Actions since they document individuals and topics useful to legal researchers and historians. This series also has administrative and legal value since it documents the functions of the District Court and continues to serve current and future administrative needs [UCA 79 (d) (6)].

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Seventh District : Emery County)

**SERIES:** 25752

3

**TITLE:** Declarations of intention record books

**DATES:** 1907-1940.

**ARRANGEMENT:** Chronological by filing date.

**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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Seventh District : Emery County)

**SERIES:** 28179

3

**TITLE:** Index to civil registers

**DATES:** 1896-1965.

**ARRANGEMENT:** Alphabetical by surname of defendant or plaintiff.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1896 through 1965. 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 appraisal is based on the fact that this is one of the only known sources available for accessing historic case files from the court which have a permanent retention.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Seventh District : Emery County)

**SERIES:** 4138

3

**TITLE:** Judgment docket files

**DATES:** 1896-

**ARRANGEMENT:** Numerical by case file

**DESCRIPTION:**

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 9 years after being 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 with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Seventh District : Emery County)

**SERIES:** 12426

3

**TITLE:** Judgment dockets

**DATES:** 1896-1990.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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 with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series is historically valuable since it provides access to the civil case files and all court proceedings.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Seventh District : Emery County)

**SERIES:** 12320

3

**TITLE:** Judgment record books

**DATES:** 1896-1993.

**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 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 with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has historical value as they provide access to judgments in historic case files.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Seventh District : Emery County)

**SERIES:** 12427

3

**TITLE:** Minute books

**DATES:** 1896-1993.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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 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

**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 (Seventh District : Emery County)

**SERIES:** 16856

3

**TITLE:** Naturalization records and Indexes

**DATES:** 1904-1942.

**ARRANGEMENT:** none

**DESCRIPTION:**

These books contain completed federal naturalization forms. These petitions are filed by individuals declaring their intention to become U.S. citizens and who have met the residency requirements to make formal application for U.S. citizenship. A petition is the final step in becoming a United State citizen. It includes the the individual's name, residence, occupation, birth date and place; the place emigrated from; date and place of arrival, and vessel name; date and court of declaration of intention; spouse's name, birthplace, and residence; children's names, birth dates, birthplaces, and residences; and any previous applications filed. Also included are the affidavits of two witnesses, the oath of allegiance, and a court order admitting the person to citizenship.

**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 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 with authority to weed.

**AGENCY:** District Court (Seventh District : Emery County)

**SERIES:** 16856

**TITLE:** Naturalization records and Indexes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Seventh District : Emery County)

**SERIES:** 25750

3

**TITLE:** Petitions for naturalization

**DATES:** 1907-2019.

**ARRANGEMENT:** Numerical by petition number.

**DESCRIPTION:**

These books contain completed federal naturalization forms. These petitions are filed by individuals declaring their intention to become U.S. citizens and who have met the residency requirements to make formal application for U.S. citizenship. A petition is the final step in becoming a United State citizen. It includes the the individual's name, residence, occupation, birth date and place; the place emigrated from; date and place of arrival, and vessel name; date and court of declaration of intention; spouse's name, birthplace, and residence; children's names, birth dates, birthplaces, and residences; and any previous applications filed. Also included are the affidavits of two witnesses, the oath of allegiance, and a court order admitting the person to citizenship.

**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 permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

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

**AGENCY:** District Court (Seventh District : Emery County)

**SERIES:** 25750

**TITLE:** Petitions for naturalization

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Seventh District : Emery County)

**SERIES:** 12488

3

**TITLE:** Probate case files

**DATES:** 1888-1989.

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently or until microfilmed.

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 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. Because 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 the action may well extend indefinitely.

**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 (Seventh District : Emery County)

**SERIES:** 1088

4

**TITLE:** Probate record books

**DATES:** 1889-1993.

**ARRANGEMENT:** Chronological by date.

**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 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 and then microfilm.

**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 (Seventh District : Emery County)

**SERIES:** 1088

**TITLE:** Probate record books

(continued)

**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 (Seventh District : Emery County)

**SERIES:** 21917

3

**TITLE:** Probate registers of actions

**DATES:** 1887-

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

**DESCRIPTION:**

These are logs of documents filed in each separate probate case, and the dates upon which those documents were filed.

**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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center permanently.

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

**APPRAISAL:**

These records have historical value(s).

This registry serves as an index to the Seventh District Court probate cases, which in turn provide valuable information for social historians and family historians.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Seventh District : Emery County)

**SERIES:** 21917

**TITLE:** Probate registers of actions

(continued)

**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.