

Retention and Classification Report

Agency: District Court (Seventh District : San Juan County) (1699)

San Juan County Public Safety Bldg.
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Records Officer: _____

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AGENCY: District Court (Seventh District : San Juan County)

SERIES: 28251

3

TITLE: Abstract books

DATES: 1971-1991.

ARRANGEMENT: Chronological by date, thereunder numerical by entry number.

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 the value of these books in providing another means for accessing historic court information in San Juan County.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Seventh District : San Juan County)

SERIES: 28252

3

TITLE: Adoption record book

DATES: 1967-1980.

ARRANGEMENT: Arrangement is numerical by case number.

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 is based on the historic value of court records in documenting the important legal and local history of San Juan County.

PRIMARY DESIGNATION:

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 : San Juan County)

SERIES: 26253

3

TITLE: Adoptions register of actions

DATES: 1967-1990.

ARRANGEMENT: Chronological

DESCRIPTION:

Registers of action provide the case number and parties involved and then list each action taken in the case and the date on which that action was taken. Beginning in 1967 the court made a separate register for adoptions which were previously listed in probate registers.

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 is based on the historic value of court records in documenting the important legal and local history of San Juan County.

PRIMARY DESIGNATION:

Exempt Adoptions are protected for 100 years.

AGENCY: District Court (Seventh District : San Juan County)

SERIES: 28268

3

TITLE: Case file indexes

DATES: 1888-1991.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

This series contains various indexes created by the Seventh District Court in San Juan County. Indexes help provide access to case files created in the civil, criminal, and probate divisions of the court. The criminal and probate indexes in this series offer the most detailed information for researchers, as they include the case number, names of parties involved, and the date each case came before the court.

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition is based on the critical nature of these records in helping provide access to the civil, criminal, and probate case files created by the court.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

AGENCY: District Court (Seventh District : San Juan County)

SERIES: 28268

TITLE: Case file indexes

(continued)

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 indexes include occasional reference to adoptions.
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AGENCY: District Court (Seventh District : San Juan County)

SERIES: 7074

3

TITLE: Civil case files

DATES: 1896-

ARRANGEMENT: Numerical by case number.

ANNUAL ACCUMULATION: 0.80 cubic feet.

DESCRIPTION:

These case files from the Seventh District Court in San Juan 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: Retain in Office for 9 years and then microfilm.

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 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

AGENCY: District Court (Seventh District : San Juan County)

SERIES: 7074

TITLE: Civil case files

(continued)

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 : San Juan County)

SERIES: 26231

3

TITLE: Civil registers of actions

DATES: 1891-1986.

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 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.

AGENCY: District Court (Seventh District : San Juan County)

SERIES: 26231

TITLE: Civil registers of actions

(continued)

APPRAISAL:

These records have historical value(s).

Disposition is based on their value in accessing permanent historic court case files.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Seventh District : San Juan County)

SERIES: 28250

3

TITLE: Court order books

DATES: 1954-1983.

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.

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 is based on the historic value of these records in supplying another method for accessing the critical court orders issued by the Seventh District Court in San Juan County.

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 : San Juan County)

SERIES: 6878

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 Fifth District Court in Beaver 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.

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 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

AGENCY: District Court (Seventh District : San Juan County)

SERIES: 6878

TITLE: Criminal case files

(continued)

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 : San Juan County)

SERIES: 26230

3

TITLE: Criminal registers of action

DATES: 1896-1986.

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

DESCRIPTION:

Traditionally district courts, including Seventh District Court (San Juan 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 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.

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

APPRAISAL:

These records have historical 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 register of actions that functions as a chronological list of papers filed and fees paid which relate to individual actions.

AGENCY: District Court (Seventh District : San Juan County)

SERIES: 26230

TITLE: Criminal registers of action

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Seventh District : San Juan County)

SERIES: 28255

3

TITLE: Docket checkout log book

DATES: 1956-1994.

ARRANGEMENT: Chronological by date.

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 with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition is based on the unique nature of this book in providing a useful means of provenance on the various record books created by the Seventh District Court in San Juan County.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Seventh District : San Juan County)

SERIES: 26256

3

TITLE: Index to civil actions

DATES: 1898-1935.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

This is an index to civil actions which reference plaintiffs and defendants and provides case numbers and filing dates.

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 State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

Disposition is based on the historic value of this index book in accessing the oldest register of action books from the district court in San Juan County.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Seventh District : San Juan County)

SERIES: 26194

3

TITLE: Information and indictment book

DATES: 1889-1927.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Minutes of the probate court and later of the probate division of district court.

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 State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

Disposition is based on the historic value of court records in documenting the important legal and local history of San Juan County.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Seventh District : San Juan County)

SERIES: 84204

4

TITLE: Inheritance tax liens registers

DATES: i 1907-

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 liens the lien was also registered.

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:

Microfilm duplicate: For records beginning in 1907 and continuing to the present. Retain in State Archives permanently.

AGENCY: District Court (Seventh District : San Juan County)

SERIES: 28248

3

TITLE: Judgment dockets

DATES: 1898-1992.

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.

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

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Seventh District : San Juan County)

SERIES: 28249

3

TITLE: Judgment record books

DATES: 1900-1986.

ARRANGEMENT: Chronological by filing 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.

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 (Seventh District : San Juan County)

SERIES: 21847

3

TITLE: Minute books

DATES: 1896-1989.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These minute books document the daily proceedings of the court but are not transcripts of court cases. A typical case will span multiple dates.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1956 through 1989. 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.

Microfilm duplicate: 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 (Seventh District : San Juan County)

SERIES: 28254

3

TITLE: Miscellaneous record book

DATES: 1964-1966.

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 is based on the historic value of court records in documenting the important legal and local history of San Juan County.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Seventh District : San Juan County)

SERIES: 13467

3

TITLE: Probate case files

DATES: 1888-

ARRANGEMENT: Numerical by case number.

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 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, 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 (Seventh District : San Juan County)

SERIES: 13467

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 (Seventh District : San Juan County)

SERIES: 1314

4

TITLE: Probate record books

DATES: 1888-1985.

ARRANGEMENT: Chronological by date.

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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: For records beginning in 1888 through 1985.
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1888 through 1985.
Retain in State Archives permanently.

Paper: Retain in State Archives permanently after microfilming.

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.

AGENCY: District Court (Seventh District : San Juan County)

SERIES: 1314

TITLE: Probate record books

(continued)

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 : San Juan County)

SERIES: 26200

3

TITLE: Probate registers of action

DATES: 1888-1986.

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

DESCRIPTION:

Traditionally district courts, including Seventh District Court (San Juan County), created a register of actions for each probate case heard by the court. Probate cases include the distribution of estates for diseased persons, guardianships for minors and incompetent adults, adoptions, name changes, and insanity cases. The register commenced when an executor or interested party filed a petition with the court. Thereafter the court listed each action until the case was resolved by a decree of distribution in the case of estate settlements, a dismissal of guardian for guardianship cases, or the finalization of an adoption. Actions listed might have included such things as filing petitions or other documents, setting dates for hearings, and court orders of various types. For each case the court clerk identified the relevant name and type of case, whether guardianship, adoption or estate settlement. Registers provide court assigned case numbers. 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. The list of dates for actions provides reference to court minute books and record books which contain summaries of court actions and copies of important documents.

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 State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: District Court (Seventh District : San Juan County)

SERIES: 26200

TITLE: Probate registers of action

(continued)

APPRAISAL:

These records have historical value(s).

Based on the value of these books in accessing historic probate case files from the district court in San Juan County.

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 : San Juan County)

SERIES: 28253

3

TITLE: San Juan County Attorney docket

DATES: 1960-1965.

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 is based on the historic value of court records in documenting the important legal and local history of San Juan County.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Seventh District : San Juan County)

SERIES: 28189

3

TITLE: Transcripts

DATES: 1896-

ARRANGEMENT: Chronological by date.

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: For records beginning in 1896 through 1950. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the historic value of these records and their ability to provide further insight into case file series for which information may be limited.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Seventh District : San Juan County)

SERIES: 28256

3

TITLE: Twelfth Circuit Court record books

DATES: 1978-1987.

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 is based on the historic value of court records in documenting the important legal and local history of San Juan County.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Seventh District : San Juan County)

SERIES: 29941

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 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 (Seventh District : San Juan County)

SERIES: 29941

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)