

Retention and Classification Report

Agency: District Court (Eighth District : Duchesne County) (1702)

255 South State
P.O. Box 1286
Roosevelt, UT 84066
435-738-2754

Records Officer: _____

09909	*Adoption case files
06620	Civil case files
10157	Civil judgment records
27411	*Civil registers of action
22679	Criminal case files
10297	*Criminal register of actions
27419	*Judgment dockets
27420	*Judgment record books
27412	*Minute books
27423	*Miscellaneous register books
27248	Probate case files
27422	*Probate minute books
17821	*Probate orders and decrees
17831	*Probate record books
27413	*Probate registers of actions

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 9909

3

TITLE: Adoption case files

DATES: 1915-2015.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

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 until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm master: 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 of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 9909

TITLE: Adoption case files

(continued)

PRIMARY DESIGNATION:

Exempt Rule 4-202.02(11), CJA

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 6620

3

TITLE: Civil case files

DATES: 1915-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

These case files from the Eighth District Court in Duchesne 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:

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 10 years and then transfer to State Records Center. Retain in State Records Center for 40 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.

Computer data files: For records beginning in 2009 and continuing to the present. Retain in Office for 50 years and then transfer to State Archives with authority to weed.

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 6620

TITLE: Civil case files

(continued)

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.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2016.

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 10157

3

TITLE: Civil judgment records

DATES: 1913-

ARRANGEMENT: Chronological

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 until microfilmed and then transfer to State Archives with authority to weed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

Historic court records provide information about individuals and about legal processes. Civil cases include divorces and ownership issues. Civil judgments may be of longstanding relevance, particularly judgments on water rights issues.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 27411

3

TITLE: Civil registers of action

DATES: 1915-1986.

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

DESCRIPTION:

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 with authority to weed.

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

APPRAISAL:

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

This disposition is based on the legal and historical value of the 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.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 22679

3

TITLE: Criminal case files

DATES: 1915-

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 Eighth District Court in Duchesne 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:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 40 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.

Computer data files: For records beginning in 2009 and continuing to the present. Retain in Office for 50 years and then transfer to State Archives with authority to weed.

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 22679

TITLE: Criminal case files

(continued)

APPRAISAL:

These records have historical value(s).

These are historically significant permanent records of the court which impact citizen's rights.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 10297

4

TITLE: Criminal register of actions

DATES: 1915-1986.

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

DESCRIPTION:

This series documents the individual criminal cases tried by the Fourth District Court for Duchesne 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 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 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 register of actions that functions as a chronological list of papers filed and fees paid which relate to individual actions.

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 10297

TITLE: Criminal register of actions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 27419

3

TITLE: Judgment dockets

DATES: 1920-1986.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains the Judgment Dockets produced by the Eighth District Court in Duchesne 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:

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 (Eighth District : Duchesne County)

SERIES: 27420

3

TITLE: Judgment record books

DATES: 1913-1965.

ARRANGEMENT: Chronological by filing date.

DESCRIPTION:

This series contains judgment record books kept by the Eighth District Court in Duchesne 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. A case number is recorded in some instances.

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 (Eighth District : Duchesne County)

SERIES: 27412

3

TITLE: Minute books

DATES: 1914-1986.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains the minute books from the Eighth District Court in Duchesne 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 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 value of these records in understanding all actions associated with the case files of the court.

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 27412

TITLE: Minute 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 (Eighth District : Duchesne County)

SERIES: 27423

3

TITLE: Miscellaneous register books

DATES: 1941-1986.

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

DESCRIPTION:

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).

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

SECONDARY DESIGNATION(S):

Exempt. Sanity case information becomes public after 100 years depending on age of individual at the time

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 27248

3

TITLE: Probate case files

DATES: 1915-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Probate case files from the Eighth District Court in Duchesne County primarily involve the probate of estates for deceased persons and guardianship for minors and incompetent persons. Probate is judicial oversight of property in transition. Probate of estates is the process by which a deceased person's property is identified and maintained, his debts and taxes paid, and then remaining property distributed to beneficiaries as specified in a will or as required by law for persons who die intestate (without a will). In guardianship cases probate is the establishment of a guardian for minors or incompetent adults who hold property that needs management. In addition to probate these case files also include name changes and some adoptions.

RETENTION:

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 10 years and then transfer to State Records Center. Retain in State Records Center for 40 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.

Computer data files: For records beginning in 2009 and continuing to the present. Retain in Office for 50 years and then transfer to State Archives with authority to weed.

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 27248

TITLE: Probate 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. 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.

Utah Code 63G-2-301(2)(f)(2014). Included are custody proceedings, guardianship files, minutes, & probate records. Wills are generally considered private data until probate

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2016.

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 27422

3

TITLE: Probate minute books

DATES: 1915-1931.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

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).

This disposition is based on the value these minutes provide in documenting the functions of the probate court and actions taken in individual cases.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt. Disclosure of adoption information is prohibited for 100 years. Data on incorporations/dissolutions, estates of deceased persons, guardianships, and name changes are normally public

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 17821

1

TITLE: Probate orders and decrees

DATES: 1959-1974.

ARRANGEMENT:

DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 17831

3

TITLE: Probate record books

DATES: 1927-1966.

ARRANGEMENT: Chronological by date.

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.

Paper: Retain in Office permanently.

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

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 (Eighth District : Duchesne County)

SERIES: 27413

3

TITLE: Probate registers of actions

DATES: 1908-1986.

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

DESCRIPTION:

Probate registers of action list each action taken in the cases presented to the probate division of the Eighth District Court in Duchesne County. In addition to handling the estates of deceased persons, the probate division also deals with adoptions, guardianships, and insanity and incompetency cases. The court is responsible for adjudicating and conveying ownership of town site lands (Utah Code, 57-7-19, 1953). Occasionally, the court handles name changes and inquests regarding the cause of a death. In each case the probate register indicates the name or names of the individuals involved, the kind of case, and the name of the petitioner's attorney, followed by a list of each action taken in the case and the date that action was taken.

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).

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 (Eighth District : Duchesne County)

SERIES: 27413

TITLE: Probate registers of actions

(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