

## Retention and Classification Report

**Agency:** District Court (Eighth District : Uintah County) (1703)

920 East Highway 40  
Vernal, UT 84078  
435-789-0564

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

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**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 14195

3

**TITLE:** Adoptions

**DATES:** 1899-

**ARRANGEMENT:** Numerical by case file number.

**DESCRIPTION:**

Case files involving the adoption of minor children in the Eighth District Court in Uintah County.

**RETENTION:**

Permanent. Retain for 50 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series are authorized by the Administrative Office of the Courts.

**APPROVED:** 11/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 9 years and then transfer to State Records Center. Retain in State Records Center for 41 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 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 : Uintah County)

**SERIES:** 14195

**TITLE:** Adoptions

(continued)

**PRIMARY DESIGNATION:**

Exempt CJA 4-202 Adoptions are sealed for 100 years.

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 14196

3

**TITLE:** Civil case files

**DATES:** 1890-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

This series contains civil case files (including divorce) from the district court in Uintah county. A probate index and a probate Register of Action (both out of context) can be found at the end of accession number 137746; probate case files were also filmed with the civil on reel 137768.

**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 20 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**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 (Eighth District : Uintah County)

**SERIES:** 14196

**TITLE:** Civil case files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 27736

3

**TITLE:** Civil case indexes

**DATES:** ca. 1900-1916, 1954-1990

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

**DESCRIPTION:**

This series contains volumes indexing civil cases handled by the court.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

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

This series has permanent administrative value as a primary tool for accessing the civil case files, which are themselves permanent records of historical and legal value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 27864

3

**TITLE:** Civil registers of action

**DATES:** 1909-1990.

**ARRANGEMENT:** Numerical by case number and roughly chronological by original filing date.

**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:**

Error - Format Type is invalid.

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.

**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 27864

**TITLE:** Civil registers of action

(continued)

**APPRAISAL:**

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

This series has historical and legal value as documentation of legal cases handled by the court.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 14197

3

**TITLE:** Criminal case files

**DATES:** 1896-

**ARRANGEMENT:** Numerical by case file number.

**DESCRIPTION:**

This series contains criminal case files from the district court in Uintah county.

**RETENTION:**

Permanent. Retain for 50 year(s)

**DISPOSITION:**

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:**

Paper: Retain in Office for 20 years and then transfer to State Records Center. Retain in State Records Center for 30 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.

**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 : Uintah County)

**SERIES:** 14197

**TITLE:** Criminal case files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 27737

3

**TITLE:** Criminal case index

**DATES:** 1980-1990.

**ARRANGEMENT:** Alphabetically by first letter of defendant surname.

**DESCRIPTION:**

This series contains a name index to criminal cases handled by the court.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

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

This series has permanent administrative and historical value as a finding aid to assist in locating criminal case files.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 28199

3

**TITLE:** Criminal registers of action

**DATES:** 1925-1964.

**ARRANGEMENT:** Chronological by date of filing and numerical by case number.

**DESCRIPTION:**

This series contains registers documenting the actions of the court in criminal cases. Records and documents pertaining to a particular criminal case are filed together by the court clerk and collectively these documents constitute the case file. As these records or actions are filed, the clerk notes the filing in the registers.

A register of actions may contain the a variety of information for each case, including 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, disclaimers, bonds, and inventories.

**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.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of criminal cases handled by the court.

**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 28199

**TITLE:** Criminal registers of action

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 28202

3

**TITLE:** Declarations of Intention

**DATES:** 1930-1941.

**ARRANGEMENT:** Chronological by date of declaration.

**DESCRIPTION:**

This series contains declarations of intention filed with the court by individual intending to apply for United States citizenship

**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 has historical value as documentation of the naturalization function of the court and the naturalization of individuals.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Private information in the records regarding minors is considered private for 100 years and information about adults is private for 75 years. (UCA 63G-2-310)

**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 30481

3

**TITLE:** Draft case transcripts

**DATES:** 1902-1947

**ARRANGEMENT:** Chronological by case date.

**DESCRIPTION:**

These are original shorthand versions of case transcripts.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1902 through 1947. Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

The records in this series have permanent historical value as documentation of civil, criminal, and probate cases. These records show the process of using shorthand to record the proceedings of a case.

**PRIMARY DESIGNATION:**

Public This series is primarily classified as Public.

**SECONDARY DESIGNATION(S):**

Private. The secondary classification is Private: This series may contain information about adoptions, which is restricted for 100 years under the provisions of UCA 78b-6-141.

**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 84027

4

**TITLE:** Inheritance tax liens registers

**DATES:** i 1936-1937.

**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.

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



**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 28393

1

**TITLE:** Justice of the Peace dockets

**DATES:** 1905-1978.

**ARRANGEMENT:** By name of justice, thereunder chronological.

**DESCRIPTION:**

This series documents the proceedings Justices of the Peace in Uintah County. The series was maintained in order to document the history of the actions of the J.P. courts. The series shows the names of the defendant, attorneys, justice of the peace, and complainant; charge against the defendant; dates of offense, issuance and return of arrest warrant, arraignment, and trial; fines and costs paid; and sentence. Additional information may be included, such as the names of jurors and witnesses.

**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 : Uintah County)

**SERIES:** 28203

3

**TITLE:** Petitions for Naturalization

**DATES:** 1931-1941.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains petitions for naturalization submitted to the court, along with documentation associated with the naturalization process.

**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 has permanent historical value as documentation of the naturalization process handled by the court, as well as the naturalization of individuals.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private.

Records that are less than 75 years old may contain information about adults that is considered private and records less than 100 years old may contain private information about minors.(Utah Code 63G-2-302

**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 14198

3

**TITLE:** Probate case files

**DATES:** 1888-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Files involving the formal and informal distribution of estates according to intestate succession, wills, and codicils. Also includes adoptions and guardianships. A single register of actions and its index for probate is found with the civil film and some probate files were also filmed with a roll of civil 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 30 years and then transfer to State Records Center. Retain in State Records Center for 20 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 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

**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 14198

**TITLE:** Probate case files

(continued)

action may well extend beyond their immediate administrative use.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 27735

3

**TITLE:** Probate index

**DATES:** 1888-1990.

**ARRANGEMENT:** Alphabetical by first letter of surname, thereunder chronological.

**DESCRIPTION:**

This series contains a single volume index to probate cases handled by the court. It was apparently created in about 1985 from older records, such as the index to the probate registers of action. The court continued to add to this index until 1990.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series are authorized by the Administrative Office of the Courts.

**APPROVED:** 11/2011

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

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

This index has permanent value as a finding aid to assist in locating probate cases from the court.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 27735

**TITLE:** Probate index

(continued)

Exempt.	This series contains information about adoptions, which is considered private for 100 years. (UCA 78-30-15)
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**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 27217

3

**TITLE:** Probate minute books

**DATES:** 1887-1915.

**ARRANGEMENT:** Chronological by court date.

**DESCRIPTION:**

This series contains minute books in which the court clerk summarized or described the daily proceedings of the court. All entries in these minute books relate to probate, which includes the distribution of the estates of diseased persons, guardianships for minors and incompetent adults, and adoptions.

**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.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of probate matters handled by the District Court.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private.

This series may contain information about adoptions, which is restricted for 100 years under the provisions of UCA 78-30-15.

**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 1371

4

**TITLE:** Probate record books

**DATES:** i 1886-1966.

**ARRANGEMENT:** Alphanumerical with chronological entries

**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 1966.  
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1888 through 1966.  
Retain in State Archives permanently.

Paper: Retain in Office for 9 years after being microfilmed and then destroy provided microfilm has passed inspection.



**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 29152

3

**TITLE:** Probate record books

**DATES:** ca. 1896-

**ARRANGEMENT:** Chronological by recording date.

**DESCRIPTION:**

This series contains transcriptions of documents issued by the court in probate matters. Included are such documents as orders, decrees, and notices. The records were created and maintained by the court clerk, as required by statute to "keep a 'probate record book,' properly indexed, in which shall be recorded all wills, bonds, letter of administration, letters testamentary, and all other paper and orders of the court required by law to be recorded" (Revised Statutes of Utah, 1898, Title 12, ch. 7, section 601, page 220).

**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).

The records in this series have permanent historical value as documentation of settlement of probate matters and the business handled by the court. These records have considerable value for genealogists.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Controlled. This series contains records of adoptions, which are restricted for 100 years in accordance with Utah Code 78B-6-141.

**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 27216

3

**TITLE:** Probate registers of action

**DATES:** 1888-1966.

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Probate registers of action list each action taken in the cases presented to the probate division of Eighth District Court: Uintah County. In addition to handling the estates of deceased persons, the probate division also dealt with adoptions, guardianships, and insanity and incompetency cases. The court was responsible for adjudicating and conveying ownership of town site lands (Utah Code, 57-7-19,1953). Occasionally, the court handled 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:**

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

**APPRAISAL:**

These records have historical value(s).

This series has historic and legal value as documentation of business conducted by the court.

**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 27216

**TITLE:** Probate registers of action

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Exempt. Adoption records are sealed for 100 years.

**AGENCY:** District Court (Eighth District : Uintah County)

**SERIES:** 29942

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 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.

**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)