

Retention and Classification Report

Agency: Tooele County (Utah). Justice of the Peace : Tooele Valley Precinct (2257)

47 South Main Street
Tooele, UT 84074
(435)882-5600

Records Officer: _____

10061	*Case files
26155	*Civil and criminal justice dockets
09962	*Monthly reports
23523	*Ophir and Tooele City precincts docket book
09961	*Receipt books
10062	*Small claims cases

AGENCY: Tooele County (Utah). Justice of the Peace : Tooele Valley Precinct

SERIES: 10061

3

TITLE: Case files

DATES: 1985.

ARRANGEMENT: Numerical by case file

DESCRIPTION:

These are the criminal and civil case files for misdemeanor cases handled by the justice court.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). Justice of the Peace : Tooele Valley Precinct

SERIES: 26155

3

TITLE: Civil and criminal justice dockets

DATES: 1914-1941.

ARRANGEMENT: chronological

TOTAL VOLUME: 2.50 cubic feet.

DESCRIPTION:

Civil and criminal justice docket books from the Tooele County Precinct contain a record of actions in cases involving small claims and minor infractions. Entries include names of plaintiffs, defendants, and attorneys, notes on proceedings, dates of actions, and final judgments.

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).

This disposition is based on the record's secondary research value of documenting the minor criminal and civil actions handled in Tooele Valley during its early settlement. Later dockets are destroyed in accordance with the Utah Courts Retention Schedule.

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). Justice of the Peace : Tooele Valley Precinct

SERIES: 9962

1

TITLE: Monthly reports

DATES: 1988.

ARRANGEMENT: Chronological

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

AGENCY: Tooele County (Utah). Justice of the Peace : Tooele Valley Precinct

SERIES: 23523

3

TITLE: Ophir and Tooele City precincts docket book

DATES: 1876-1890, 1910-1918, 1929-1939.

ARRANGEMENT: by precinct, thereunder chronological

DESCRIPTION:

These dockets record actions in cases heard before the justices of the peace in Ophir and Tooele City precincts including disturbing the peace, petit larceny, minor civil actions etc. They also include record of marriages performed. The first half of the first volume covers Ophir Precinct 1876-1885, followed by an index to those cases. The second half of the volume covers Tooele City Precinct 1888-1890. Marriages for both precincts are logged at the back of the volume. Later volumes are for Tooele City only and cover 1910-1918 and 1929-1939.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the record's secondary research value of documenting the minor criminal and civil actions handled in Ophir and Tooele during its early settlement. Later dockets are destroyed in accordance with the Utah Courts Retention Schedule.

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). Justice of the Peace : Tooele Valley Precinct

SERIES: 9961

1

TITLE: Receipt books

DATES: 1939.

ARRANGEMENT: Numerical by receipt number

DESCRIPTION:

These are receipts issued for money received into county accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). Justice of the Peace : Tooele Valley Precinct

SERIES: 10062

1

TITLE: Small claims cases

DATES: 1983.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.