

## Retention and Classification Report

**Agency:** St. George (Utah). Legal Services Department (2972)

, UT

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

17996	*Adverse action files
18020	*Civil case files
18021	*Collection case files
18017	*Damage claims files
18022	*Felony case files
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18024	*Legal case index
18011	*Liability risk management case files
18018	*Misdemeanor case files
18059	Redevelopment records litigation files

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 17996

1

**TITLE:** Adverse action files

**DATES:** undated.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are case files for routine lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

**RETENTION:**

Retain for 7 year(s) after case is closed

**DISPOSITION:**

Destroy.

**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 7 years after case is closed and then destroy.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2022.

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18020

1

**TITLE:** Civil case files

**DATES:** undated.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These case files document significant civil court cases in which the municipality is a party or represents the interests of the State of Utah. They include case number, plaintiff, defendant, nature of case, attorney's notes, related correspondence, and final verdict. This information is largely duplicated in court files and could be weeded after the case is closed.

**RETENTION:**

Retain for 10 year(s) after case is closed

**DISPOSITION:**

Destroy.

**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 10 years after case is closed and then destroy.

**PRIMARY DESIGNATION:**

Protected

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2022.

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18021

1

**TITLE:** Collection case files

**DATES:** undated.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are case files that document "all fines, penalties, and forfeitures for the violation of any ordinance, when collected, shall be paid into the municipal treasury within seven days after the collection date" (UCA 10-3-716) (1997)). They include various court filings, attorney's notes, and final judgement.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**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 destroy.

**PRIMARY DESIGNATION:**

Protected

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2022.

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18017

1

**TITLE:** Damage claims files

**DATES:** undated.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain petitions claiming damages caused by municipal employees and/or equipment. They are used to determine liability. These files include petitions, correspondence and police reports if applicable.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**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 6 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. 63G-2-305(8) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2022.

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18022

1

**TITLE:** Felony case files

**DATES:** undated.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These case files document felony cases filed and prosecuted in district court. They contain the case number, defendant's name, charge, indictment and arraignment dates, plea, bond amount, trial date, verdict, and sentence. The files may also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in case files and could be weeded after the case is closed and all appeals heard.

**RETENTION:**

Retain for 10 year(s) after case is closed

**DISPOSITION:**

Destroy.

**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 10 years after case is closed and then destroy.

**PRIMARY DESIGNATION:**

Protected

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2022.

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18019

1

**TITLE:** Lawsuit case files

**DATES:** undated.

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are case files for routine lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

**RETENTION:**

Retain for 7 year(s) after case is closed

**DISPOSITION:**

Destroy.

**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 7 years after case is closed and then destroy.

**PRIMARY DESIGNATION:**

Protected

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2022.

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18024

1

**TITLE:** Legal case index

**DATES:** undated.

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

This is an index to civil and criminal (felony and misdemeanor) case files showing case number, names of defendant(s) and plaintiff(s), case type, date filed and disposed, decisions, and notations concerning case activities.

**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: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Protected



**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18011

1

**TITLE:** Liability risk management case files

**DATES:** ca.1900.

**ARRANGEMENT:** Chronological, thereunder alphabetical by name

**DESCRIPTION:**

These case files document the reporting, investigation, and settlement of liability claims filed against the municipality.

**RETENTION:**

Retain for 20 year(s) after case is closed

**DISPOSITION:**

Destroy.

**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 20 years after case is closed and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(23) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2022.

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18018

1

**TITLE:** Misdemeanor case files

**DATES:** undated.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These case files document routine misdemeanor criminal cases prosecuted in circuit courts. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the case is closed.

**RETENTION:**

Retain for 7 year(s) after case is closed

**DISPOSITION:**

Destroy.

**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 7 years after case is closed and then destroy.

**PRIMARY DESIGNATION:**

Protected

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2022.

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18059

1

**TITLE:** Redevelopment records litigation files

**DATES:** undated

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are case files for significant lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

**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: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Protected