

## Retention and Classification Report

**Agency:** Salt Lake City (Utah). Prosecutor (1070)

349 South 200 East, Suite 500  
Salt Lake City, UT 84114-5500

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

28494      Misdemeanor case files

**AGENCY:** Salt Lake City (Utah). Prosecutor

**SERIES:** 28494

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**TITLE:** Misdemeanor case files

**DATES:** 2007-

**ARRANGEMENT:** Chronological by year, thereafter by case number.

**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 10 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Prosecuted non-felony criminal case files, GRS-2033.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until case closes and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

**APPRAISAL:**

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

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(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(10,11,12,13,14,17,18,23) (2017)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.