

## Retention and Classification Report

**Agency:** District Court (Fourth District : Juab County) (1679)

160 North Main  
P.O. Box 249  
Nephi, UT 84648  
435-623-0922

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

07057	Adoption files
13098	Civil case files
07712	Criminal case files
28388	Domestic files
17922	Mental health commitment files
85178	Naturalization record books
17923	Nephi small claims case files
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85179	Preliminary citizenship examination lists
17925	Probate case files
01160	Probate record books
13104	Probate register
18198	Probate register index
29589	Wills

**AGENCY:** District Court (Fourth District : Juab County)

**SERIES:** 7057

3

**TITLE:** Adoption files

**DATES:** 1893-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain for 100 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:** 07/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years after being microfilmed and then transfer to State Records Center. Retain in State Records Center for 95 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Records Center for 100 years or until adoptions made public and then transfer to State Archives with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Exempt Rule 4-202.02(11), CJA

**AGENCY:** District Court (Fourth District : Juab County)

**SERIES:** 13098

3

**TITLE:** Civil case files

**DATES:** 1896-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

These case files from the Fourth District Court in Juab 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.

A civil action commences with the filing of a complaint with the court or by service to the defendant of a summons together with a copy of the complaint. A unique case number is assigned by the court when the papers are filed with the clerk. The case file for a particular action includes the original complaint or summons together with all legal papers subsequently filed in connection with the court proceeding through disposition or dismissal. Included are such documents as: depositions (or written testimony), demurrers (which are pleas for the dismissal of a lawsuit on the grounds that even if the statements of the opposition are true, they do not sustain the claim), interrogatories (a pretrial discovery tool in which written questions are propounded by one party and served to the adversary, who must answer by written replies made under oath), answers, counter claims, replies, motions, petitions, affidavits (written statements made under oath before an officer of the court, notary public, or other authorized person), stipulations (an agreement between attorneys that concerns business before a court and is designed to simplify, shorten, or settle litigation and save costs), exhibit documents (written contracts, bills, receipts, etc.), notices, objections, citations, sheriff's certificates, judge's orders and rulings, judge's instructions to the jury, judge's findings of fact and conclusions of law, final decrees, judgments, and executions (the process of carrying into effect a court's judgment, decree, or order).

Demurrers, pleas, and exceptions for insufficiency were abolished in 1953. Transcripts (an official and certified copy of what transpired in court or at an out-of-court deposition) and exhibits (items of real evidence) are not included in the case files.

**AGENCY:** District Court (Fourth District : Juab County)

**SERIES:** 13098

**TITLE:** Civil case files

(continued)

Petitions for divorce are the predominant type of action in the civil case files. Suits to recover money are also common. These actions arise out of failure to honor promissory notes or other contract terms and non- payment of rent, lease payments, and court-ordered judgments. Attempts by plaintiffs to recover medical costs and lost income arising out of personal injury cases resulting from alleged carelessness or neglect appear frequently. These include traffic mishaps or accidents involving neighbors, employees, or business customers. Property cases include disputed ownership, damage, and contested improvements.

Legal actions include voluntary withdrawal or dissolution of corporations as well as petitions for a writ of habeas corpus (a court order requiring that a prisoner be brought before a judge to decide the legality of his detention or imprisonment). Court business (grand jury lists and reports, orders summoning persons to serve as jurors, various writs, etc.) have also been assigned civil case numbers.

According to statute, the district court has jurisdiction in all civil matters not excepted by the state constitution and not prohibited by law. During each calendar year the court is required to hold at least three terms at the county seat of each county within the district. The county clerk in each county serves as ex- officio clerk to the court and is responsible for maintaining the case files for actions arising in that county.

Responsibility for cases involving minimal monetary claims was reassigned to the newly created small claims departments of inferior courts in 1933. When inferior courts have original jurisdiction, the district court is limited to hearing appeals. Included are violations of city and town ordinances, as well as minor traffic laws, where a City Court or Justice of the Peace Court is established. Upon receipt of an appeal, the district court conducts a complete retrial of the case.

**AGENCY:** District Court (Fourth District : Juab County)

**SERIES:** 13098

**TITLE:** Civil case files

(continued)

**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 5 years and then transfer to State Records Center. Retain in State Records Center for 45 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 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 (Fourth District : Juab County)

**SERIES:** 13098

**TITLE:** Civil case files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Fourth District : Juab County)

**SERIES:** 7712

3

**TITLE:** Criminal case files

**DATES:** 1892-

**ARRANGEMENT:** Numerical by case number.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

these are the court case files for all criminal cases that were tried in Juab 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:** 07/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 45 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

**AGENCY:** District Court (Fourth District : Juab County)

**SERIES:** 7712

**TITLE:** Criminal case files

(continued)

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** District Court (Fourth District : Juab County)

**SERIES:** 28388

3

**TITLE:** Domestic files

**DATES:** 1980 -

**ARRANGEMENT:** Numeric by Case Number

**DESCRIPTION:**

These files document the legal process and the administration of justice in domestic matters heard by the Fourth District Court (Juab County).

**RETENTION:**

Permanent. Retain for 55 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:** 11/2013

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years and then transfer to State Records Center. Retain in State Records Center for 35 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

These case files have ongoing evidentiary and research value.

These case files document legal rights.

**AGENCY:** District Court (Fourth District : Juab County)

**SERIES:** 28388

**TITLE:** Domestic files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Court rules 4-202.02(4)(B)(i)

**AGENCY:** District Court (Fourth District : Juab County)

**SERIES:** 17922

3

**TITLE:** Mental health commitment files

**DATES:** 1900-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain for 10 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:** 07/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center permanently or until microfilmed and then transfer to State Archives with authority to weed.

**AGENCY:** District Court (Fourth District : Juab County)

**SERIES:** 85178

4

**TITLE:** Naturalization record books

**DATES:** i 1904-

**ARRANGEMENT:** Chronological. After 1906, also by volume and petition number.

**DESCRIPTION:**

These volumes contain documentation of the final steps of becoming a United States citizen. They include petitions for naturalization, certificates of citizenship, and accompanying documentation. The first preprinted forms consisted of an applicant's affidavit and witness affidavits, as well as a certificate of citizenship. The applicant's affidavit gave his name, birthplace, court and date of declaration of intention, sovereign, and date of admission to the United States. The affidavit included an oath of renunciation to his former sovereign and a declaration regarding character and health. The affidavits of two witnesses confirmed the applicant's statements and declared his worthiness to become a citizen. A copy of a certificate of citizenship form was then completed reiterating this information and ordering his admittance as a citizen.

After 1906, courts were required to use preprinted forms in volumes issued by the federal Bureau of Immigration and Naturalization. Petitions included the individual's name, residence, occupation, birth date and place; place from which emigrated, date, port of arrival, and vessel name; date and court where he declared his intention of becoming a citizen; wife's name, birthplace, and residence; and any previous petitions for citizenship. Later there were blanks to record his children's names, birth dates, birthplaces, and residences. Two citizen witnesses validated the individual's petition information and declared he was of good moral character. The printed oath of allegiance and court order admitting the applicant as a citizen are included. Later space was added for memoranda, including space to record the denial, not just the acceptance, of the petition.

In 1941, a sentence was added regarding any departures from the United States with a table in which to record dates of departure and return, ports used, and vessel name. Various corroborating documents had to be produced at the time of the hearing and are usually bound into the volumes along with the petitions. They include declarations of intention, certificates of military service, certificates of arrival, witness depositions, correspondence, and occasionally court orders revoking citizenship. The series was begun when Juab County was part of the 5th judicial district; the county was moved to the 4th district in 1977.

**AGENCY:** District Court (Fourth District : Juab County)

**SERIES:** 85178

**TITLE:** Naturalization record books

(continued)

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Fourth District : Juab County)

**SERIES:** 17923

3

**TITLE:** Nephi small claims case files

**DATES:** 1966-

**ARRANGEMENT:** Numerical by case file number

**DESCRIPTION:**

**RETENTION:**

Retain for 9 year(s)

**DISPOSITION:**

Destroy.

**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 5 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Fourth District : Juab County)

**SERIES:** 17924

3

**TITLE:** Nephi traffic case files

**DATES:** 1960-

**ARRANGEMENT:** Numerical by case file number

**DESCRIPTION:**

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**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 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Fourth District : Juab County)

**SERIES:** 85179

4

**TITLE:** Preliminary citizenship examination lists

**DATES:** i 1930-

**ARRANGEMENT:** Reverse chronological and numerical order.

**DESCRIPTION:**

This volume contains forms recommending that petitions to become U.S. citizens be denied, or that they be granted, and the order of denial or admission to U.S. citizenship. Each form lists the petition number, the applicant's name, and a brief reason for the recommendation. The forms were completed as part of a preliminary examination of applicants, eliminating the necessity of interviewing each applicant and his witnesses at the final court hearing.

The series was begun when Juab County was in the 5th judicial district; it was moved to the 4th district in 1977.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have historical value(s).



**AGENCY:** District Court (Fourth District : Juab County)

**SERIES:** 17925

3

**TITLE:** Probate case files

**DATES:** 1896-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

**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:** 07/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 45 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).

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.

**AGENCY:** District Court (Fourth District : Juab County)

**SERIES:** 17925

**TITLE:** Probate case files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Exempt.

Judicial records are public unless restricted under rules of civil procedure (UCA 63G-2-301-[1][f]). Included are custody proceedings, guardianship files, minutes, & probate records. Wills are generally

**AGENCY:** District Court (Fourth District : Juab County)

**SERIES:** 1160

4

**TITLE:** Probate record books

**DATES:** 1883-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

These record books detail the 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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Fourth District : Juab County)

**SERIES:** 1160

**TITLE:** Probate record books

(continued)

**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 (Fourth District : Juab County)

**SERIES:** 13104

3

**TITLE:** Probate register

**DATES:** undated

**ARRANGEMENT:** none

**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 State Archives permanently with authority to weed.

**AGENCY:** District Court (Fourth District : Juab County)

**SERIES:** 18198

3

**TITLE:** Probate register index

**DATES:** 1883-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** District Court (Fourth District : Juab County)

**SERIES:** 29589

3

**TITLE:** Wills

**DATES:** 1896-

**ARRANGEMENT:** Numerical by associated probate case number and generally chronological by filing date.

**DESCRIPTION:**

This series contains wills filed with the District Court.

**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.

M-Disc: 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 disposition of property in the probate process and the work handled by the district court.

**PRIMARY DESIGNATION:**

Public