

## Retention and Classification Report

**Agency:** District Court (Third District : Salt Lake County) (1688)

450 South State  
P.O. Box 1860  
Salt Lake City, UT 84111  
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**Records Officer:** \_\_\_\_\_

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**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3579

3

**TITLE:** Adoption case files

**DATES:** 1918-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

These files document court proceedings in adoption placements for children. The aperture cards are microcopies of only the decrees granting temporary custody or final adoption.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Aperture cards: For records beginning in 1967 through 1975. Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

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

Microfiche 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 (Third District : Salt Lake County)

**SERIES:** 3579

**TITLE:** Adoption case files

(continued)

**PRIMARY DESIGNATION:**

Exempt      Adoptions are sealed by law for 100 years.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 18789

3

**TITLE:** Adoption registers

**DATES:** 1969-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

The adoption registers contain the name of the minor being adopted, the name of the attorney, the initial date of the adoption case, and dates and types of actions relating to the adoption.

**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 2 years and then transfer to State Records Center. Retain in State Records Center for 98 years and then transfer to State Archives.

**APPRAISAL:**

These records have historical value(s).

Disposition based on documentation about individuals, legal procedure, court history and functions. Book(s) serve as a vital record essential for the operation of the court and its ability to fulfill obligations to the public.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 18789

**TITLE:** Adoption registers

(continued)

**PRIMARY DESIGNATION:**

Exempt sealed for 100 years.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2018.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 13199

3

**TITLE:** Assumed names and partnership records

**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:**

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 (Third District : Salt Lake County)

**SERIES:** 3916

3

**TITLE:** Civil case exhibits

**DATES:** 1907-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These records contain depositions, letters, cancelled checks, contracts, etc. relating to third district court civil cases as well as the case number for correlation in many cases.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 3 months and then destroy.

Microfiche master: Retain in Archives for 3 months and then destroy.

**APPRAISAL:**

These records have historical value(s).

Retain as long as the court has administrative need to access exhibits and then destroy as per the Courts Retention Schedule.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1622

4

**TITLE:** Civil case files

**DATES:** i 1896-

**ARRANGEMENT:** Chronological by calendar year thereunder numerical by case number.

**DESCRIPTION:**

Original complaint or summons, and all legal papers filed through disposition or dismissal of civil cases, the proceedings between parties wherein rights are enforced or protected, or wrongs are prevented or redressed, which cannot legally be called criminal cases, involving real property and incidents in Salt Lake County. Transcripts and exhibits are not included. Civil cases include petitions for divorce, suits to recover money, voluntary withdrawal or dissolution of corporations, and writs of habeas corpus. For the approximately twenty years following statehood, grand jury reports and lists, various writs, oaths of office, etc, were also assigned civil case numbers.

**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.

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

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

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

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

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1622

**TITLE:** Civil case files

(continued)

**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, as long as 25 years in some instances. 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 beyond the 25-year designation.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 12628

4

**TITLE:** Civil case files (sealed)

**DATES:** 1957-

**ARRANGEMENT:** Numerical by case number thereunder chronological by filing date.

**DESCRIPTION:**

This series contains documents from civil case files or entire civil case files which have been ordered sealed by the court pursuant to statute or court rule. These documents were removed from the civil case files (series 1622) during filming. By law, records to be sealed are placed in an envelope which is then securely sealed. The court clerk records the case number on the envelope and inscribes across the sealed part of the envelope the words "Records sealed. Not to be opened except upon written order of the court." Sealed records are closed to inspection, except to the parties. Petitions to seal individual documents and entire case files pertaining to civil actions are most common in those that deal with patents, industrial secrets, and divorces involving prominent individuals. Case records including sealed divorce records, drivers license histories, and commitment records are classified as private. Custodial evaluations and home studies, psychological evaluations, judges notes, and other case records designated by statute, court order, or administrative rule or regulation to be confidential are routinely sealed by the court.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 04/2008

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center permanently.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 12628

**TITLE:** Civil case files (sealed)

(continued)

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). This disposition is based on the 1993 records retention policy of the Judicial Council (in UCA, Utah Court Rules Annotated, Appendix F), which has remained unchanged since the 1980 issue of the state Records Retention Schedule (Utah State Archives and Records Services, Department of Finance, 1980, page 1). The case files provide documentation about individuals, legal procedure, court history and functions, and other topics useful to legal researchers and historians. The court clerk is required by the Rules of Civil Procedure to file pleadings and other legal papers (Rule 5 [e]). They also 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 judge's decrees and final judgments to the parties in an action may extend well into the future. The series should be retained as a vital record essential for the operation of the court and its ability to fulfill its obligations to the public.

**PRIMARY DESIGNATION:**

Exempt	Sealed by court order pursuant to statute or court rule, Code of Judicial Administration, Rule 4-202 (5).
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**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2017.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 12650

3

**TITLE:** Court index

**DATES:** 1972-

**ARRANGEMENT:**

**DESCRIPTION:**

The court index is a master index to all adoption, civil appeal, civil, criminal appeal, criminal, debtor/creditor, divorce, miscellaneous, and probate cases filed in Third District Court since 1975. Each type of case is broken into four categories: "alphabetic" (both plaintiff and defendant), "defendant", "plaintiff", and "numeric". Available through the court are microfiche copies of various "year-to-date" and multiple-year compilations produced between 1975 and 1988. Available only at the court is a Wang computerized index (1989-present), maintained since January 1989.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1975 through 1989. Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center permanently or until microfilmed and then destroy provided microfilm has passed inspection.

Computer output microfiche master: For records beginning in 1975 through 1989. Retain in Office permanently.

Computer data files: For records beginning in 1989 and continuing to the present. Retain in Office permanently.

**APPRAISAL:**

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

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 12650

**TITLE:** Court index

(continued)

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1471

4

**TITLE:** Criminal case files

**DATES:** 1896-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Indictments, subpoenas, verdicts, warrants, returns of warrants, informational papers, affidavits, affidavits of impecuniosity, court orders, judgments, warrants of execution and confinement, warrants of death, notices of appeal, demurrers, answers to demurrers, complaints, and orders to show cause that constitute criminal case files tried by the Third District Court in Salt Lake County. Includes predominantly first, second and third degree felonies, but also misdemeanor and juvenile 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 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 administrative, historical, and/or legal value(s). Disposition based on administrative and legal value since it documents the functions of the Third District Court and continues to serve current and future administrative needs, also has historical value. Furthermore, should be retained as a vital record essential for the operation of the court and the ability to fulfill obligations to the public.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1471

**TITLE:** Criminal case files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 12376

4

**TITLE:** Criminal case files (sealed and expunged)

**DATES:** 1896-[ongoing]

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Indictments, subpoenas, verdicts, warrants, returns of warrants, informational papers, affidavits, affidavits of impecuniosity [inability to pay for counsel, thus enabling court appointment], court orders, judgments, warrants of execution and confinement, warrants of death, notices of appeal, demurrers [claim of insufficient grounds to justify legal action], answers to demurrers, complaints, orders to show cause, compiled by the County Clerk to constitute sealed or expunged criminal case files. but rarely transcripts of testimony.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center permanently.

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

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).  
Disposition based on administrative, legal, and historical value.  
Series documents functions of the Third District Court, individuals, related topics, and serves current and future administrative needs. Series should be retained as a vital record essential for the operation of the court and its ability to fulfill obligations to the public.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 12376

**TITLE:** Criminal case files (sealed and expunged)

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3291

3

**TITLE:** Criminal case transcripts

**DATES:** 1908-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These transcripts are a full record of the official proceedings during a criminal trial. They are a written copy of the full questioning of witnesses. Transcripts are normally prepared on appeal in a case to a higher court, and are merely supplemental to the official case file.

**RETENTION:**

Retain for 9 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 4113

3

**TITLE:** Divorce case files

**DATES:** 1970-

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

**DESCRIPTION:**

These records contain third district court divorce case files.

They number consecutively from D1 - D27329. Specifics include complaints, orders, affidavits, demurrers, etc.

**RETENTION:**

Permanent. Retain for 50 year(s) after case is closed

**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.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3927

4

**TITLE:** Estate registers

**DATES:** i 1876-

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:** 206.00 reels.

**DESCRIPTION:**

These registers contain a summary and a register of actions on cases of estate matters. Name changes and corporate dissolutions may appear also. For each case, the date of the individual action is recorded. Actions include the filings of petitions, bonds, inventories, etc. and the issuing of orders, reports, and decrees. Each action is stated in a single line. The name of the principal individual (deceased, minor, etc.) and the name of the attorney is noted. The case number and the reference for the county probate record book are also noted.

**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 5 years and then microfilm and destroy provided microfilm has passed inspection.

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).

**PRIMARY DESIGNATION:**

Exempt      Registers of actions in adoption cases are sealed for 100 years after the date of the adoption decree.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 14211

3

**TITLE:** Habeas corpus case files

**DATES:** c. 1899-

**ARRANGEMENT:** Numerical by case number, thereunder by date filed

**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 State Archives permanently with authority to weed.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3568

3

**TITLE:** Judgment case files

**DATES:** i 1896-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This series documents judgments for civil matters processed and filed by the Third District Court by the Salt Lake County Clerk.

The records provide information on the actual court case including information generated during or after the final judgment. Judgment Case Files differ from Third District Civil Case Files as they do not always originate in the Third District Court but generally come from lower courts, circuit courts, and some from the Federal Court in Denver. They may also contain information from governmental agencies including: the Tax Commission, Industrial Commission, and Unemployment. These records do not necessarily correspond to the Civil Case Files.

**RETENTION:**

Retain for 8 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 8 years and then destroy.

Microfilm duplicate: Retain in State Records Center for 8 years and then destroy.

Microfilm master: Retain in Office for 8 years and then destroy.

**APPRAISAL:**

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

Information is summarized in judgment record books.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3568

**TITLE:** Judgment case files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3574

4

**TITLE:** Mental health commitment case files

**DATES:** 1894-

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

**ANNUAL ACCUMULATION:** 12.00 cubic feet.

**DESCRIPTION:**

Documenting forms and papers used by the district court to have individuals committed to mental health institutions, includes all which present evidence why the individual should be committed.

**RETENTION:**

Permanent. Retain for 6 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:** 04/2008. Court Retention Schedules approved 04/16/2008

**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.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical information contained in these case files. The Judicial council has determined that these mental health case files are permanent.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3574

**TITLE:** Mental health commitment case files

(continued)

**PRIMARY DESIGNATION:**

Exempt

Rule 4-202.02(5)(A), CJA defines these records as controlled administrative records; no access without a court order.

**SECONDARY DESIGNATION(S):**

Public.

Court commitment orders for adults are public after 75 years old and those for minors under 21 years old are public after 100 years (Utah Code 63G-2-310).

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 84380

3

**TITLE:** Murray City small claims case files

**DATES:** 1986-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These case files are a verification of judicial, procedural compliance and the substantive claim. The files include small claims affidavits and orders (plaintiff's and defendant's names and addresses, affiant's signature, date signed, clerk of court's signature, seal; and place, date, and time of trial); affidavits of return of service (constable name, date affidavit received, defendant's name; address, person, and date served; date submitted, constable's signature, notary signature, date, and seal); motions to dismiss (date submitted); verified complaint (attorney's signature, date submitted); small claims judgment (judges signature); writs of garnishment; affidavits of garnishment; return of service garnishments; and satisfaction of judgment (plaintiff's signature, date).

**RETENTION:**

Retain for 9 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1983

**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.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This retention is based upon the 1986 General Retention Schedule, page 41, in compliance with the recommendations of the Utah Judicial Council.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 84380

**TITLE:** Murray City small claims case files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3469

3

**TITLE:** Murray City traffic case files

**DATES:** 1983-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 25.00 cubic feet.

**DESCRIPTION:**

These are traffic records created to document traffic citations for Murray city. Information includes the citation number, name, address of offender, officers name and badge number, and court assigned.

**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.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This disposition is based on the administrative needs expressed by the courts. Previous decision: RDR 81-20:

**PRIMARY DESIGNATION:**

Private

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 6382

3

**TITLE:** Probate bonds

**DATES:** undated

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**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 with authority to weed.

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

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 17542

3

**TITLE:** Probate bonds

**DATES:** undated

**ARRANGEMENT:** Numerical by bond number.

**DESCRIPTION:**

These are surety bonds filed when a person is appointed as administrator of an estate.

**RETENTION:**

Retain

**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.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in fully documenting probate proceedings in the court as well as the valuable information they contain related to socioeconomic and family data.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1621

3

**TITLE:** Probate case files

**DATES:** 1851-

**ARRANGEMENT:** Numerical by consecutive, court-assigned case number.

**DESCRIPTION:**

The case files for Third District Court (Salt Lake County) probate division primarily include cases involving the probate of estates for deceased persons and guardianship for minors and incompetent persons. Probate is judicial oversight of property in transition. The probate of estates, which comprise the bulk of case files, is the process by which a deceased person's property is identified and maintained, his debts and taxes paid, and then remaining property distributed to beneficiaries as specified in a will or as required by law for persons who die intestate (without a will). In guardianship cases, probate is the establishment of a guardian for minors or incompetent adults who hold property that needs management. In addition to probate these case files also include name changes and a few adoptions. Brigham Young's case is #553.

**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:** 09/1999

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1970 and continuing to the present. 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.

Paper: For records beginning in 1851 through 1900. Retain in State Archives permanently with authority to weed.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 1621

**TITLE:** Probate case files

(continued)

Microfilm master: Retain in State Archives permanently.

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Exempt. Estates of deceased persons are public. Adoptions are sealed so film must be previewed by staff before being given to patrons.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3993

3

**TITLE:** Probate petitions

**DATES:** 1917-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These records contain petitions for letters of guardianship, adoption, administration, etc. Correlative case numbers are also included. These are very brief, handwritten notes, also labelled "minute entries," and appear to be the preliminary records jotted down by the clerk prior to entry in minutes or other record books. There are also "probate settings", basically a calendar or docket listing of when the petitions were set to be heard.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**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).

Disposition based on the value of these records in fully documenting probate proceedings in the court as well as the valuable information they contain related to socioeconomic and family data.

**PRIMARY DESIGNATION:**

Exempt                      Include adoption petitions which are sealed by law for 100 years.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3993

**TITLE:** Probate petitions

(continued)

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 5970

3

**TITLE:** Satisfaction of judgment records

**DATES:** 1974-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

This series contains the satisfaction of judgment record and summarized case information processed and filed in the various counties of the territorial Third District Court. A record typically includes the names of the parties, case number by the time the court started regularly assigning numbers to cases, stipulations and orders, findings of facts and conclusions of law, and a copy of the judgment or decree stating the results of the case including which party prevailed. Filing date usually included.

**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 destroy provided microfilm has passed inspection.

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

Microfiche duplicate: Retain in Office permanently.

**APPRAISAL:**

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

Disposition based on historical and legal value of the Third District Court ABSTRACTS OF JUDGMENT BOOKS, as a source of judgment information about parties involved in civil cases tried. The court clerk is required by law [UCA 104-30-12 (1943)] to maintain a judgment book to permanently record the sequence of events leading to a final judgment.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 5970

**TITLE:** Satisfaction of judgment records

(continued)

**PRIMARY DESIGNATION:**

Public [UCA 104-30-12 (1943)]

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3478

3

**TITLE:** Small claims files

**DATES:** 1978-

**ARRANGEMENT:** Numerical by year case opened and case number

**DESCRIPTION:**

For claims under \$5,000, individuals pay only a small filing fee, and represent themselves in an informal court procedure. The aim of the small claims process is to facilitate the settlement of matters involving relatively small awards in a speedy and inexpensive manner.

**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.

**APPRAISAL:**

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

This disposition is based on the ca. 1995 Court Administrator's retention schedule.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3478

**TITLE:** Small claims files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3480

3

**TITLE:** Traffic case files

**DATES:** 1978-

**ARRANGEMENT:** Numerical by year case opened and case number

**DESCRIPTION:**

These case files document traffic law violations where defendants did not just pay fines but brought case to circuit court.

**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.

**APPRAISAL:**

These records have administrative value(s).  
Records do not have enduring value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 83403

3

**TITLE:** Traffic citations

**DATES:** 1986-

**ARRANGEMENT:** Numerical

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These are standard traffic citations filed with the circuit courts noting the offense and the fine due.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1983

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This retention has been approved by the Judicial Council to satisfy administrative and legal purposes.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3583

3

**TITLE:** Transcripts and exhibits

**DATES:** 1898-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Includes transcript of case #6220, State of Utah vs. Omer R. Woodsin 1922.

**RETENTION:**

Retain for 9 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after final appeal and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Paper: For records beginning in 1896 through 1950. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 4062

3

**TITLE:** West Valley City receipt books

**DATES:** 1985-

**ARRANGEMENT:** Numerical by receipt number

**DESCRIPTION:**

Records which verify all monies received or expended through a petty cash account. Includes cash receipts, adding machine tapes, daily accounting records, reconciliation, transmittals, etc.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 85006

3

**TITLE:** West Valley City small claims case files

**DATES:** undated

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

These case files document small claims cases heard in the West Valley City Circuit Court.

**RETENTION:**

Retain for 9 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1983

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after or until case closed and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
Records should be kept as long as court has legal and administrative need for them and then they should be destroyed as per the Court Retention Schedule.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3578

4

**TITLE:** Wills

**DATES:** 1869-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Legislators at the second Utah Territorial Legislative Assembly organized probate courts in each of Utah's counties and endowed these courts with the right to exercise jurisdiction in the probate of wills and the administration of estates of deceased persons (Laws of Utah, Chapter 42, 1852). The assembly clarified the manner in which estates should be settled. By law any person of full age and of sound mind could dispose of all of his property by will, with the exception that sufficient first be withheld to pay any outstanding debts. The signatures of two competent witnesses in addition to the testator validated a completed will. The law stated that if the court allowed and attested the will, it should be carried into effect (Compiled Laws of Utah, 1876, Title 14, chapter 1, sections 1-6). Each will follows a similar format. It states that the testator meets the requirement of being of sound mind and legal age. It names who the testator desires to be the executor of his estate. It enumerates the testator's property and designates whom he wishes to inherit each item.

**RETENTION:**

Permanent. Retain for 50 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: For records prior to and including 1900. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1900 and continuing to the present. Retain in Office for 9 years after probated 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.

**AGENCY:** District Court (Third District : Salt Lake County)

**SERIES:** 3578

**TITLE:** Wills

(continued)

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

Microfilm duplicate: For records prior to and including 1969. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1970 and continuing to the present. Retain in Office permanently.

**APPRAISAL:**

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

Wills primarily contain personal and family information as well as information about the property of deceased persons. They are of primary value to family historians.

**PRIMARY DESIGNATION:**

Public