

Retention and Classification Report

Agency: District Court (Sixth District : Kane County) (1692)

Kane County Courthouse
76 North Main Street
Kanab, UT 84741
435-644-2052

Records Officer: _____

28649	Civil case files
28646	Criminal case files
27773	Probate case files
28656	State Hospital commitment case files

AGENCY: District Court (Sixth District : Kane County)

SERIES: 28649

3

TITLE: Civil case files

DATES: 1920-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Error - Format Type is invalid.

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.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the civil cases handled by the court.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Kane County)

SERIES: 28646

3

TITLE: Criminal case files

DATES: 1923-

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

DESCRIPTION:

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2011

FORMAT MANAGEMENT:

Paper: 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).

This series has permanent historical value as documentation of criminal cases and the work handled by the court.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Kane County)

SERIES: 27773

3

TITLE: Probate case files

DATES: 1896-

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

DESCRIPTION:

Case files pertaining primarily to the estates of deceased persons, minors, and the incompetent. May also include adoptions.

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 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have 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.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Sixth District : Kane County)

SERIES: 27773

TITLE: Probate case files

(continued)

SECONDARY DESIGNATION(S):

Exempt.

This series contains adoption case files which are sealed for 100 years in accordance with Utah Code 78B-6-141. Adoption decrees may be accessed by the adoptive parents and the adult adopted child.

AGENCY: District Court (Sixth District : Kane County)

SERIES: 28656

3

TITLE: State Hospital commitment case files

DATES: 1918-

ARRANGEMENT: Chronological by filing date.

DESCRIPTION:

This series contains case files for individuals committed to the State Hospital by the court.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Error - Format Type is invalid.

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.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of determining competency of individuals.

PRIMARY DESIGNATION:

Private

This series contains health information and other information about individuals that would be considered private for 75 years (Utah Code 63G-2-310).

AGENCY: District Court (Sixth District : Kane County)

SERIES: 28656

TITLE: State Hospital commitment case files

(continued)

SECONDARY DESIGNATION(S):

Controlled.

This series may contain health information that is considered controlled for 75 years (Utah Code 63G-2-310).