Retention and Classification Report

Agency: District Court (Eighth District : Duchesne County) (1702)

255 South State
P.O. Box 1286
Roosevelt, UT 84066
435-738-2754

Records Officer: _____

06620	Civil case files
10157	Civil judgment records
22679	Criminal case files
27248	Probate case files

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 6620 3
TITLE: Civil case files
DATES: 1915-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

These case files from the Eighth District Court in Duchesne 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.

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 10 years and then transfer to State Records Center. Retain in State Records Center for 40 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.

Computer data files: For records beginning in 2009 and continuing to the present. Retain in Office for 50 years and then transfer to State Archives with authority to weed.

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 6620
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. 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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2016.

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 10157 3
TITLE: Civil judgment records
DATES: 1913-
ARRANGEMENT: Chronological
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 Office permanently.

APPRAISAL:

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

Historic court records provide information about individuals and about legal processes. Civil cases include divorces and ownership issues. Civil judgments may be of longstanding relevance, particularly judgments on water rights issues.

PRIMARY DESIGNATION:
Public

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 22679 3
TITLE: Criminal case files
DATES: 1915-
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 Eighth District Court in Duchesne 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 10 years and then transfer to State Records Center. Retain in State Records Center for 40 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.

Computer data files: For records beginning in 2009 and continuing to the present. Retain in Office for 50 years and then transfer to State Archives with authority to weed.

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 22679
TITLE: Criminal case files

(continued)

APPRAISAL:

These records have historical value(s).

These are historically significant permanent records of the court which impact citizen's rights.

PRIMARY DESIGNATION:

Public

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 27248 3
TITLE: Probate case files
DATES: 1915-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

Probate case files from the Eighth District Court in Duchesne County primarily involve the probate of estates for deceased persons and guardianship for minors and incompetent persons. Probate is judicial oversight of property in transition. Probate of estates 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 some 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 10 years and then transfer to State Records Center. Retain in State Records Center for 40 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.

Computer data files: For records beginning in 2009 and continuing to the present. Retain in Office for 50 years and then transfer to State Archives with authority to weed.

AGENCY: District Court (Eighth District : Duchesne County)

SERIES: 27248
TITLE: Probate case files

(continued)

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.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt. Utah Code 63G-2-301(2)(f)(2014). Included are custody proceedings, guardianship files, minutes, & probate records. Wills are generally considered private data until probate

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2016.