

## Retention and Classification Report

**Agency:** Duchesne County (Utah). County Attorney (2877)

P.O. Box 270  
734 No. Center  
Duchesne, UT 84021-0270

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

21923	Homicides and major felonies case files
24284	Juvenile case files

**AGENCY:** Duchesne County (Utah). County Attorney

**SERIES:** 21923

1

**TITLE:** Homicides and major felonies case files

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by subject's name

**DESCRIPTION:**

These case files document homicides and other major criminal cases filed and prosecuted in the district court. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, amount of bond, 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 closure of the case.

**RETENTION:**

Retain until case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office until case closed and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Duchesne County (Utah). County Attorney

**SERIES:** 24284

3

**TITLE:** Juvenile case files

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These case files document juvenile cases handled by the Duchesne County Attorney. They include petitions, police reports, attorney's notes, related correspondence, and court records. The Juvenile Court maintains the official copy of all court records.

**RETENTION:**

Retain until date of birth

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office until juvenile reaches the age of twenty and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

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

This disposition is based on the administrative and legal needs expressed by the county attorney's office.

**AGENCY:** Duchesne County (Utah). County Attorney

**SERIES:** 24284

**TITLE:** Juvenile case files

(continued)

**PRIMARY DESIGNATION:**

Protected

**SECONDARY DESIGNATION(S):**

Private