

Retention and Classification Report

Agency: Clearfield (Utah). Justice of the Peace (2943)

55 S. State Street
Clearfield, UT 84015

Records Officer: _____

25269	Court clerk manual
25264	Daily Cash Reports
25265	Interpreter technical reference file

AGENCY: Clearfield (Utah). Justice of the Peace

SERIES: 25269

3

TITLE: Court clerk manual

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the department or office participated.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Justice of the Peace

SERIES: 25264

3

TITLE: Daily Cash Reports

DATES: 1994-

ARRANGEMENT: Chronological by date

DESCRIPTION:

These reports provide a daily record of cash balances, receipts, and disbursements.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Justice of the Peace

SERIES: 25265

1

TITLE: Interpreter technical reference file

DATES: 1994-

ARRANGEMENT: Chronological by month

DESCRIPTION:

Contains list of qualified and certified court interpreters including name, language, address, and phone number of interpreter.

RETENTION:

Retain for 1 year(s)

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 for 1 year after Administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public