Retention and Classification Report

Agency: Ogden (Utah). City Attorney (2962)

2549 Washington BLVD #840
Ogden, UT 84414

Records Officer: _____

04012	Civil case files
03282	Criminal case files
04443	Criminal dockets
05679	Informal legal opinions
11957	Ogden city case index
05682	Sewer district case files
05769	Transcripts

AGENCY: Ogden (Utah). City Attorney

SERIES: 4012 1
TITLE: Civil case files
DATES: 1964-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

These case files document significant civil court cases in which the municipality is a party or represents the interests of the State of Utah. They include case number, plaintiff, defendant, nature of case, attorney's notes, related correspondence, and final verdict. This information is largely duplicated in court files and could be weeded after the case is closed.

RETENTION:

Retain for 10 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 State Records Center for 10 years and then destroy.

APPRAISAL:

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

This disposition is based on 1983 Schedule, p. 61, RDR 78-41.

PRIMARY DESIGNATION:

Protected

AGENCY: Ogden (Utah). City Attorney

SERIES: 3282 1
TITLE: Criminal case files
DATES: 1968-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

These case files document felony cases filed and prosecuted in district court. They contain the case number, defendant's name, charge, indictment and arraignment dates, plea, bond amount, trial date, verdict, and sentence. The files may also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in case files and could be weeded after the case is closed and all appeals heard.

RETENTION:

Retain for 10 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 State Records Center for 10 years and then destroy.

PRIMARY DESIGNATION:

Protected

AGENCY: Ogden (Utah). City Attorney

SERIES: 4443 1
TITLE: Criminal dockets
DATES: 1880-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

These logs document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. They include release date, state identification or FBI number. They are created and maintained pursuant to federal regulations under 28 CFR, Part 20, Subpart C (1992) and state regulations under UCA 53-5-214 (1997).

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 State Records Center for 1 year and then destroy.

Microfilm master: Retain in State Records Center for 1 year and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Attorney

SERIES: 5679 3
TITLE: Informal legal opinions
DATES: 1900-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

These are the informal legal opinions written by city attorneys in response to requests received from various municipal departments in the course of municipal business. They are necessary to maintain consistency of opinion in related matters. They show date of opinion, advice or opinion, and name of requesting office or department.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Legal counsel records, GRS-1721.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Attorney

SERIES: 11957 3
TITLE: Ogden city case index
DATES: undated
ARRANGEMENT: alphabetical
DESCRIPTION:

Index marked "Cannon and Sons." Alphabetical index of Ogden City vs. various individuals. Gives defendent and (case?) number. No dates. Could also be part of 4th District or Weber County courts.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

AGENCY: Ogden (Utah). City Attorney

SERIES: 5682 1
TITLE: Sewer district case files
DATES: 1910-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

These are case files for routine lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

AGENCY: Ogden (Utah). City Attorney

SERIES: 5769 1
TITLE: Transcripts
DATES: 1931-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

These case files document significant civil court cases in which the municipality is a party or represents the interests of the State of Utah. They include case number, plaintiff, defendant, nature of case, attorney's notes, related correspondence, and final verdict. This information is largely duplicated in court files and could be weeded after the case is closed.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: 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 (and accompanying transcripts) 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: Ogden (Utah). City Attorney

SERIES: 5769
TITLE: Transcripts

(continued)

PRIMARY DESIGNATION:

Protected