

Retention and Classification Report

Agency: Clearfield (Utah). City Attorney (3079)

55 South Street
Clearfield, UT 84015
(801)525-2700

Records Officer: _____

23206	Claim petition files
23273	Misdemeanor case files
23205	Routine lawsuit case files
23857	Significant lawsuit case files

AGENCY: Clearfield (Utah). City Attorney

SERIES: 23206

1

TITLE: Claim petition files

DATES: 1994-

ARRANGEMENT: Chronological by year, thereunder by month

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files contain petitions claiming damages caused by municipal employees and/or equipment. They are used to determine liability. These files include petitions, correspondence and police reports if applicable.

RETENTION:

Retain for 6 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 6 years and then destroy.

Photographs: Retain in Office for 6 years and then destroy.

Computer data files: Retain in Office for 6 years and then delete.

Video recordings master: Retain in Office for 6 years and then destroy.

APPRAISAL:

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

AGENCY: Clearfield (Utah). City Attorney

SERIES: 23206

TITLE: Claim petition files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.

UCA 63-3-302

AGENCY: Clearfield (Utah). City Attorney

SERIES: 23273

1

TITLE: Misdemeanor case files

DATES: 2000-

ARRANGEMENT: Alphabetical by defendant last name

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These case files document routine misdemeanor criminal cases prosecuted in circuit courts. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, bond amount, 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 case is closed.

RETENTION:

Retain for 7 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 copy: Retain in Office for 7 years after case is closed and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
Original records are maintained by the Clearfield Justice Court.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (6)(9)(10)(16)(2008).

AGENCY: Clearfield (Utah). City Attorney

SERIES: 23205

1

TITLE: Routine lawsuit case files

DATES: 1995-

ARRANGEMENT: Alphabetical by name of party

ANNUAL ACCUMULATION: 1.50 cubic feet.

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 for 7 year(s) after 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 for 7 years after case is closed and then destroy.

Computer data files: Retain in Office for 7 years after case is closed and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302

AGENCY: Clearfield (Utah). City Attorney

SERIES: 23857

1

TITLE: Significant lawsuit case files

DATES: ca. 1922-

ARRANGEMENT: Alphabetical by last name of litigant.

DESCRIPTION:

These are case files for significant 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 Office for 10 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-202 (2008).