

Records Retention Schedule

<p>Summary of Records Retention Schedule Justice Court Record Type-Small Claims</p>	
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Record	Retention Period
Audio and video tapes and tape logs and court reporter notes for misdemeanors, infractions and small claims	3 years from the date the record is created
Case history	Permanent
Civil and small claims cases dismissed with prejudice	5 years
Civil and small claims cases dismissed without prejudice	6 months
Court calendars	As determined by the clerk of the court based on local needs
Exhibits	In accordance with Code of Judicial Administration 4-206
Small claims with a judgment of money only and satisfactions of judgment.	(Kept for 8 years at the court) Can archive after 6 months

General Rules of Records Retention

- The retention period for foreign judgments, abstracts of judgment and transcripts of judgment is the same as for a case of the same type filed originally in Utah.
- The retention period for contempt of court is the same as for the underlying case in which the contempt occurred.
- The retention period in the juvenile court for records of the prosecution of adults is the same as for the corresponding offense in district or justice court.
- Unless otherwise stated, the retention period in a criminal case is from the date the sentence is completed. Unless otherwise stated, **the retention period in a civil case is from the date the judgment expires or is satisfied.**
- Only permanent records in which there is not significant post judgment activity may be stored off-site.
- Paper records may be microfilmed or scanned based on local needs and resources.
- Paper records may be destroyed after microfilming or scanning.
- After the close of appellate proceedings, all documents other than critical documents may be purged from case files and destroyed.