

SUPREME COURT OF ARIZONA
ADMINISTRATIVE OFFICE OF THE COURTS

In the Matter of:)	
)	Administrative Directive
Records of Tri-City Traffic)	<u>No. 2004 - 08</u>
School)	
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The Arizona Code of Judicial Administration (“ACJA”) § 7-205(D) and (D)(a)(5) authorizes the Administrative Director of the Courts to establish policies, procedures, forms and reports necessary to administer the Defensive Driving Program, and to establish procedures for courts and schools to remit reports that are required by the program. ACJA § 7-205(D)(6)(f) requires retention of student records for three years.

On September 29, 2004, by Order of Revocation No. DD-RC-04-D0001, the certification of Tri-City Traffic School was revoked, effective October 20, 2004. The safeguarding of the student records collected by Tri-City Traffic School during its tenure as a certified defensive driving school will ensure proper reporting to the courts and is therefore in the best interests of the state and the public.

Now therefore, pursuant to § 7-205(D) and (D)(a)(5);

IT IS DIRECTED that all defensive driving student records currently in the custody of Tri-City Traffic School be boxed in an organized, orderly manner by the school and delivered to the Defensive Driving Program, to the attention of the program manager, for safekeeping and retention in accordance with the requirements of § 7-205(D)(6)(f).

IT IS FURTHER DIRECTED that this transfer shall be accomplished by October 29, 2004.

Dated this 20th day of October, 2004.

David K. Byers
Administrative Director of the Courts

