

Records Retention Revision Committee of the Superior Court

Wednesday, February 19, 2014

10:00 a.m. – 3:00 p.m.

Conference Room 345-A

State Courts Building, 1501 W. Washington, Phoenix, AZ 85007

Conference Number: 602-452-3288, Meeting ID: 8674#; [Web Ex](#)

AGENDA

TIME		PRESENTER
10:00 a.m.	Call to Order/ Welcome and Introductions	<i>Sandra Markham, Chair, Clerk of Court, Superior Court in Yavapai County</i>
10:15 a.m.	Committee Rules of Procedure and Proxy Form <input type="checkbox"/> Formal Action/Request	<i>Sandra Markham</i>
10:20 a.m.	Review of: <ul style="list-style-type: none">• Work of the Advisory Committee to Develop Policies for Retention, Destruction, and Access to Electronic Court Records• Committee Charge from Authorizing AO 2014-13 and Scope of Work• Anticipated circulation of committee work product	<i>Sandra Markham</i>
10:35 a.m.	Review of: <ul style="list-style-type: none">• iCIS functionality with ACJA § 3-402• Proposed Changes to ACJA § 3-402 by Clerks Association	<i>Mark Jensen, EDM Program Manager, Maricopa County Clerk of Superior Court</i>

All times are approximate. The Chair reserves the right to set the order of the agenda. For any item on the agenda, the Committee may vote to go into executive session as permitted by Arizona Code of Judicial Administration § 1-202. Please contact Melinda Hardman (602-452-3453), committee staff, with any questions concerning this agenda. Any person with a disability may request a reasonable accommodation, such as auxiliary aids or materials in alternative formats, by contacting Julie Graber at (602) 452-3250. Requests should be made as early as possible to allow time to arrange the accommodation.

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| 10:45 a.m. | Review of: <ul style="list-style-type: none"> • Scope and level of detail of existing ACJA § 3-402 • Practical aspects of how the superior court in all fifteen Arizona counties works with LAPR • How a <i>permanent</i> retention period works | <i>Melanie Sturgeon,
Director, Archives and
Records Management,
State Library, Archives &
Public Records</i> |
| 11:10 a.m. | Discussion of Updates to ACJA § 3-402:
Superior Court Records Retention and
Disposition Schedule | <i>Committee Members</i> |
| 12:00 p.m. | <i>Lunch Break</i> | |
| 12:45 p.m. | Continued Discussion of Updates to ACJA
§ 3-402: Superior Court Records Retention and
Disposition Schedule | <i>Committee Members</i> |
| 2:30 p.m. | Discussion of Future Meeting Dates | <i>Committee Members</i> |
| | Next Meeting: April 4, 2014
10:00 a.m. – 3:00 p.m.
Arizona State Courts Building
Conference Room 345-A | <i>Sandra Markham</i> |
| 2:45 p.m. | Call to the Public | <i>Sandra Markham</i> |

ADDITIONAL MEETING DATES

April 4, 2014; 10:00 a.m.

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