

IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:)
)
ESTABLISHING THE COMMITTEE TO) Administrative Order
REVISE ARIZONA CODE OF) No. 2014 - 13
JUDICIAL ADMINISTRATION § 3-402:)
SUPERIOR COURT RECORDS)
RETENTION AND DISPOSITION)
SCHEDULE)
_____)

Arizona Code of Judicial Administration (ACJA) § 3-402, governs retention and destruction of records in the Arizona Superior Court. The schedule last underwent a full revision in 2006.

Recently, the clerks of the superior court submitted to the Director of the Administrative Office of the Courts, proposed revisions to ACJA § 3-402. Additionally, in December 2012, the Arizona Judicial Council approved policy recommendations of the Advisory Committee to Develop Policies for Retention, Destruction, and Access to Electronic Court Records, impacting ACJA § 3-402. In light of these recent developments, it is timely to review ACJA § 3-402 for possible revisions and for compliance with approved policy and current law. The Committee shall report its recommendations to the Arizona Judicial Council not later than the Council's October 2014 meeting. Therefore,

IT IS ORDERED that the Committee to Revise ACJA § 3-402 is established to review and update, as necessary, the provisions of ACJA § 3-402.

IT IS FURTHER ORDERED that the individuals listed in Appendix A are appointed as members of the Committee beginning upon entry of this Order and ending on December 31, 2014. The Chief Justice may appoint additional members as necessary.

IT IS FURTHER ORDERED that Committee meetings shall be scheduled at the discretion of the chair. Pursuant to ACJA § 1-202, all meetings shall comply with the public meeting policy of the Arizona Judicial Branch. The Administrative Office of the Courts shall provide staff for the Committee.

Dated this 15th day of January, 2014.

REBECCA WHITE BERCH
Chief Justice

Appendix A

**COMMITTEE TO REVISE ARIZONA CODE OF JUDICIAL ADMINISTRATION
§ 3-402: SUPERIOR COURT RECORDS RETENTION AND DISPOSITION**

Chair

Sandra K. Markham
Clerk of Court
Superior Court in Yavapai County

Members

James D. Boardman
Attorney
The Northern Trust Company

David M. Haws
Judge
Superior Court in Yuma County

Terry L. Bublik
Attorney
Maricopa County Public Defender's Office

Lee F. Jantzen
Judge
Superior Court in Mohave County

Michael S. Catlett
Attorney
Quarles & Brady LLP

Phil Knox
General Jurisdiction Courts Administrator
Superior Court in Maricopa County

Jane Eickleberry
Judge
Superior Court in Pima County

Chad A. Roche
Clerk of the Court
Superior Court in Pinal County

Melanie K. Fay
Public Records Administrator
Maricopa County Clerk of Superior Court

Eric Silverberg
Court Administrator
Superior Court in Cochise County

Pamela S. Gates
Judge
Superior Court in Maricopa County

Melanie Sturgeon
Division Director
AZ State Library, Archives, & Public Records