

IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:)	
)	
AMENDING ARIZONA CODE OF)	Administrative Order
JUDICIAL ADMINISTRATION § 4-302:)	No. 2021 - <u>09</u>
RECORDS RETENTION AND)	(Affecting Administrative
DISPOSITION SCHEDULE)	Order No. 2018-53)
_____)	

An amendment to the above-captioned section of the Arizona Code of Judicial Administration came before the Arizona Judicial Council on December 17, 2020, and it was approved and recommended for adoption.

Therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED that the amendments to Arizona Code of Judicial Administration § 4-302 as indicated on the attached document are adopted effective as of the date of this Order. All other provisions of § 4-302 remain unchanged and in effect.

Dated this 21st day of January, 2021.

ROBERT BRUTINEL
Chief Justice

ARIZONA CODE OF JUDICIAL ADMINISTRATION
Part 4: Limited Jurisdiction Courts
Chapter 3: Administration
Section 4-302: Records Retention and Disposition Schedule

A. through D. [no changes]

E. Retention and Disposition Schedule. Justice and municipal courts shall retain records according to the following schedule:

Record Series No.	Record Series Title	Retention Period with Court	Retention Period on Arizona Supreme Court and Local Court Public Websites	Retention Period in Case and Document Management Systems
CASE FILES [no changes]				
RECORD OF COURT PROCEEDING [no changes]				
MISCELLANEOUS RECORDS [no changes]				
ADMINISTRATIVE RECORDS				
20.	A. Chief presiding judge business papers	Until term is completed. The presiding judge may then contact LAPR to determine whether they wish to receive these papers.	N/A	N/A
21.	B. Records held by a court human resources department	As required by law or local policy, whichever is later	N/A	N/A
22.	C. COJET records	After reference value served	N/A	N/A

Record Series No.	Record Series Title	Retention Period with Court	Retention Period on Arizona Supreme Court and Local Court Public Websites	Retention Period in Case and Document Management Systems
23.	D. Jury records, non-financial	90 days from the date received by the court	N/A	N/A
24.	E. Statistical reports required by the AOC	1 year after the fiscal year prepared	N/A	N/A
	F. Court administration financial records			
25.	i. Bank account reconciliations, record of outstanding checks, record of deposits in transit, bank statements, canceled checks, canceled deposit slips, bank issued debit and credit memos, and any documentation that requests the adjustment or void of a court financial record	3 years after the fiscal year created or received	N/A	N/A
26.	ii. Expenditure records, including vouchers	3 years after the fiscal year prepared	N/A	N/A
27.	iii. Periodic summary budget reports	3 years after the fiscal year prepared	N/A	N/A
28.	iv. Periodic financial reports to state and local agencies	3 years after the fiscal year prepared	N/A	N/A
29.	v. Triennial external review report required by the minimum accounting standards	Until subsequent audit received	N/A	N/A

Record Series No.	Record Series Title	Retention Period with Court	Retention Period on Arizona Supreme Court and Local Court Public Websites	Retention Period in Case and Document Management Systems
30.	vi. Applications, records, and reports for grants received	3 years after submission of final grant report, unless otherwise required by the granting authority	N/A	N/A
31.	G. Administrative records not otherwise specified above.	1 year from date prepared or received, or until reference value served, whichever is earlier	N/A	N/A
32.	H. Warrants that are not part of a case file	1 year from date of return; If not returned, destroy upon expiration	N/A	N/A
33.	I. Administrative orders and directives	Permanent	N/A	N/A
J. Court security-related records				
34.	i. <u>Incident reports for incidents which caused or threatened to cause personal injury, property damage, or disruption of courthouse proceedings or general events as deemed necessary by local court policy</u>	<u>5 years from the year prepared. Exception: retain throughout the life of an open investigation, if applicable</u>	N/A	N/A

Record Series No.	Record Series Title	Retention Period with Court	Retention Period on Arizona Supreme Court and Local Court Public Websites	Retention Period in Case and Document Management Systems
35.	ii. <u>Use of force reports that document force or show of force utilized by court security officers in the performance of their duties (i.e. physical defense tactics, utilization of weapons, etc.) which may include slight force such as handcuffing and physical escorts, at the discretion of local court policy</u>	<u>10 years from the year prepared. Exception: retain permanently if report involves death or serious bodily injury</u>	<u>N/A</u>	<u>N/A</u>
36.	iii. <u>Property records/chain of custody documentation that captures receipt, custody, and transfer of physical property handled by court security officers in the performance of their duties, such as property held for safe-keeping or evidence</u>	<u>2 years from year prepared</u>	<u>N/A</u>	<u>N/A</u>
37.	iv. <u>Administrative checklists/logs used to record security-related tasks such as building security checks, screening equipment calibration checks, etc.</u>	<u>1 year</u>	<u>N/A</u>	<u>N/A</u>
38.	v. <u>Security video captured as part of the court security mission, including fixed and portable camera video footage and body-worn camera footage</u>	<u>14 days from recording date. Exception: if footage is part of any open investigation or incident then retain according to the incident report retention schedule</u>	<u>N/A</u>	<u>N/A</u>

Record Series No.	Record Series Title	Retention Period with Court	Retention Period on Arizona Supreme Court and Local Court Public Websites	Retention Period in Case and Document Management Systems
39.	<u>vi. Officer misconduct complaints regarding court security officers perceived misconduct whether received from a member of the public or a court employee</u>	<u>3 years from receipt.</u>	<u>N/A</u>	<u>N/A</u>
40.	<u>vii. Training records</u>	<u>5 years from termination of employment, or contract expired, canceled, or revoked</u>	<u>N/A</u>	<u>N/A</u>