

IN THE SUPREME COURT OF THE STATE OF ARIZONA

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In the Matter of:	)	
	)	
AMENDING ARIZONA CODE OF	)	Administrative Order
JUDICIAL ADMINISTRATION	)	No. 2023 - <u>47</u>
§ 4-302: RECORDS RETENTION AND	)	(Affecting Administrative
DISPOSITION SCHEDULE	)	Order No. 2021-112)
	)	
	)	

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Pursuant to the Arizona Code of Judicial Administration (ACJA) § 1-201(E), the Chief Justice may adopt technical changes in existing administrative code sections by administrative order without prior distribution for comment and action by the Arizona Judicial Council.

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

IT IS ORDERED that the amendments to ACJA § 4-302 as indicated on the attached document are adopted. All other provisions of § 4-302 remain unchanged and in effect.

Dated this 15th day of March, 2023.

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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 Change]**

**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
<b>CASE FILES</b>				
<b>A. [No Change]</b>				
<b>B. Civil, other than traffic</b>				
5.	i. Order of protection, injunction against harassment, and injunction against workplace harassment – petitions granted	3 years after expiration of the order	3 years after expiration of the order. Only information regarding orders that have been served on the defendant can appear on court websites. See ARPOP <del>4(C)(6)7</del> . No information about the plaintiff may appear. See 18 USC § 2265(d)(3).	3 years after expiration of the order

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
6.	ii. Order of protection, injunction against harassment, and injunction against workplace harassment – petitions not granted	1 year after denial or dismissal	N/A. Petitions not granted cannot appear on any court websites. See ARPOP <del>4(C)(6)</del> 7	3 years after denial
7.	iii. Orders dismissed	3 years after dismissal of the order	3 years after dismissal of the order. Only information regarding orders that have been served on the defendant can appear on court websites. See ARPOP <del>4(C)(6)</del> 7. No information about the plaintiff may appear. See 18 USC § 2265(d)(3).	3 years after dismissal of the order
Record Series 8. through 12. [No Change]				

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
13.	iv. <u>Petitions to Expunge Marijuana Offense Records (A.R.S. § 36-28602)</u> assigned a civil case number pursuant to Supreme Court Administrative Order No. 2021-82 <u>and Petitions to Seal Criminal Case Records (A.R.S. § 13-911)</u> assigned a civil case number, because the applicable criminal case file has been purged and no pre-existing criminal case number can be located <u>or the petition to seal criminal case records seeks to seal an arrest record that did not lead to charges being filed</u>	1 year after final judgment	1 year after final judgment	1 year after final judgment
<b>C. [No Change]</b>				
<b>RECORD OF COURT PROCEEDING [No Change]</b>				
<b>MISCELLANEOUS RECORDS [No Change]</b>				
<b>ADMINISTRATIVE RECORDS [No Change]</b>				