IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:	)	
	)	
RETENTION OF ELECTRONIC COMMUNICATION RECORDS, SUCH AS E-MAIL	)	Administrative Order No. 2025 - 81
	)	
	)	
	)	

The Arizona Code of Judicial Administration, Section 2-101, requires the clerk to retain and dispose of certain records of the Court, including electronic case files and case data. Some electronic communication records, such as e-mail to or from a Justice or their immediate staff, fall outside the scope of ACJA § 2-101. The Court decided to set a retention schedule of five years for these electronic records, unless the reference value of the record has previously been served and the record discarded.

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

IT IS ORDERED that a Justice or their immediate staff shall retain electronic communication records, such as e-mail messages, for five years after creation or receipt.

IT IS FURTHER ORDERED that a Justice or their immediate staff may dispose of electronic communication records, such as e-mail, prior to five years if it is determined that the reference value of the record has been served. "Reference value" means the value a record may serve in providing historical, legal, financial, legislative, or other background on an issue such as history of an on-going program; receipt of notice; or facts and opinions underlying a purchase or policy decision.

Dated this 23rd day of April, 2025.

FOR THE COURT

ANN A. SCOTT TIMMER
Chief Justice