

IN THE SUPREME COURT OF THE STATE OF ARIZONA

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|---------------------------------|---|--------------------------|
| In the Matter of: |) | |
| |) | |
| RECORD RETENTION SCHEDULE |) | Administrative Order |
| FOR USE BY THE ADMINISTRATIVE |) | No. 2025 - <u>86</u> |
| OFFICE OF THE COURTS, OFFICE OF |) | (Repealing and Replacing |
| THE PRESIDING DISCIPLINARY |) | Administrative Order |
| JUDGE, OFFICE OF THE CHIEF |) | No. 2020-43) |
| JUSTICE, AND SUPREME COURT |) | |
| STAFF ATTORNEYS |) | |
| <hr/> |) | |

In accordance with Rule 29, Rules of the Supreme Court, the Supreme Court shall adopt, by administrative order, retention and disposition schedules identifying the length of time court records must be kept prior to destruction.

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

IT IS ORDERED that the attached records retention and disposition schedule is approved and shall be used by the Administrative Office of the Courts, Office of the Presiding Disciplinary Judge, Office of the Chief Justice, and Supreme Court Staff Attorneys pursuant to Rule 29, Rules of the Supreme Court.

IT IS FURTHER ORDERED that Administrative Order No. 2020-43, entered on March 11, 2020, is repealed and replaced by the attached schedule.

Dated this 7th day of May, 2025.

ANN A. SCOTT TIMMER
Chief Justice

**Arizona Supreme Court
Record Retention and Disposition Schedule
for use by the
Administrative Office of the Courts, Office of the Presiding Disciplinary Judge,
Office of the Chief Justice, and Supreme Court Staff Attorneys**

A. Definitions.

“Historically Significant” means having archival value such as involving a unique or controversial issue, a significant event, prominent party, or other high profile or newsworthy aspects.

“Records” means any documentary materials, regardless of physical form or characteristic, such as electronic records, email, and information or images maintained in database or electronic document repository.

“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.

“Retention Period” means the period of time during which records must be kept before they may be disposed of, usually a period of years and sometimes contingent upon an event.

B. Transfer to State Archives. The administrative director directs the transfer of records assigned a permanent retention period to the Director of the Arizona State Library Archives and Public Records (ASLAPR) after their reference value is served, in recognition of A.R.S. § 41-151.15.

C. Retention and Disposition Schedule. The administrative director, office of the presiding disciplinary judge, office of the chief justice, and supreme court staff attorneys must ensure the retention and disposition of the records maintained by their respective offices according to this schedule.

| GENERAL SCHEDULE | | |
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| Applicable to all AOC Divisions, Office of the Presiding Disciplinary Judge, and Staff Attorneys | | |
| Record Category | Retention Period | Remarks |
| A. Accounting/Finance Records | | |
| • Contracts (copies) | - | Discard after reference value has been served |
| • Purchase Requisitions (copies) | - | Discard after reference value has been served |
| • WETR/Payroll Records (copies) | - | Discard after reference value has been served |
| • Grants awarded to AOC (copies) | - | Discard after reference value has been served |
| • RFP's/RFI's (copies) | - | Discard after reference value has been served |
| • Vendor Quotes (those not sent to Finance) | - | After fiscal year created or received |
| • Internal Annual Budget Proposal Materials | - | Discard after reference value has been served |
| B. Administrative/Management Records | | |
| • Annual Reports Required by Statute | 10 Years | After year reported |
| • Division Monthly Reports | 1 Year | After calendar year prepared |
| • General Correspondence (regarding issues of limited scope, routine, non-controversial, or pre-decisional in nature) | - | Discard after reference value served but not more than 3 years after created or received |
| • Executive Correspondence (sent or received by the administrative director, deputy director, or a delegate regarding issues that are controversial or otherwise non-routine) | 5 years | |
| • Executive Correspondence setting or discussing policy | Indefinite | |
| • Staff Meeting Minutes | - | Discard after reference value served but not more than 3 years after created |
| • Reports of Record Transfer to Records Center | Permanent | Send original report to ASLAPR. Discard AOC copy after reference value served |
| • Rule 123 Public Record Requests and Responses (may include a copy of the records provided in response to the public records request) | - | Discard after reference value served but not more than 3 years after response |

| GENERAL SCHEDULE | | |
|---|-------------------------|--|
| Applicable to all AOC Divisions, Office of the Presiding Disciplinary Judge, and Staff Attorneys | | |
| Record Category | Retention Period | Remarks |
| • Logs (phone, visitor, etc.) | - | Discard when reference value has been served |
| C. Human Resource/Personnel Records | | |
| • Supervisor File Materials (performance appraisals, attendance issues, commendations, etc.) | - | Supervisors to retain for reference value but not more than 2 years; send to HR for purging when employment is terminated. Send interview materials to HR after hiring decision made |
| • Supervisor's Report of Industrial Injury | - | Retain supervisor copies until forms booklet is filled, then send to HR |
| • COJET Compliance Reports (copies) | - | Discard after reference value served, originals kept by HR |
| D. Standing Committees, Commissions, Councils, and Boards | | |
| • AJC Minutes and Agendas | Indefinite | |
| • Minutes and Agendas of Judicial Nominating Commissions | Permanent | |
| • Minutes and Agendas of the Arizona Commission on Judicial Performance Review | Permanent | |
| • Minutes and Agendas of other non-licensing Supreme Court or AJC Committees, Commissions, Councils, and Boards | 5 years | |
| • Meeting Materials (including backup/supporting documentation in member meeting packets and public handouts) | 5 Years | |
| • Executive Session Minutes | 5 Years | After approved |
| • Verbatim Recordings of Meetings | 1 Year | After minutes are approved or after final meeting of an ad hoc committee or task force |
| • Final Reports generated by a Standing Committee, Commission, or Board | Indefinite | |
| • Member Appointment Materials | 1 Year | After member's term expires |
| • Member Training/Orientation Materials | 1 Year | After superseded or obsolete |

| GENERAL SCHEDULE | | |
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| Applicable to all AOC Divisions, Office of the Presiding Disciplinary Judge, and Staff Attorneys | | |
| Record Category | Retention Period | Remarks |
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| E. Ad Hoc Supreme Court Appointed Committees/Task Forces/Advisory Committees | | |
| • Minutes and Agendas | 5 Years | |
| • Meeting Materials | 3 Years | |
| • Verbatim Recordings of Meetings | 3 Months | After meeting minutes are approved |
| • Final Reports | Indefinite | |
| • Informal Workgroup Work Product (reports/recommendations presented to other committees or the supreme court) | 3 Years | |
| | | |
| F. Miscellaneous Records | | |
| • Operational Reviews | 15 Years | After final operational review report is completed |
| • Auditors' Working Papers | 3 Years | After final operational review report is completed |
| • Working Records (notes, drafts, feeder reports, public comments received on ACJA proposals, and related records used in drafting final or summary records) | - | Discard after reference value served but not more than 3 years after final records created |
| • Official Policy Announcements - regarding: • A policy not already formalized in a statute, rule, code section, or administrative order or directive; or • Interpretation of such a policy; or • Direction on how a policy is to be implemented locally or statewide | Indefinite | |
| | | |
| G. E-Mail and Electronic Communication Records | - | Sender or receiver identification must be explicit |
| <i>E-mail and electronic communication records may be disposed of in accordance with policies and procedures adopted by the Administrative Director of the Administrative Office of the Courts.</i> | | |
| • General Correspondence (including public record requests and other letters, memos and other related records not related to a specific | - | Discard after reference value served but no more than 5 years after created or received |

| GENERAL SCHEDULE | | |
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| Applicable to all AOC Divisions, Office of the Presiding Disciplinary Judge, and Staff Attorneys | | |
| Record Category | Retention Period | Remarks |
| project or case and not executive correspondence) | | |
| • Transitory Materials (including records of limited reference value, letters of transmittal, informational bulletins, and related records | - | Discard after reference value served but no more than 5 years after created or received |
| • Working Records (including notes, drafts, feeder reports and other related records used in developing final or summary records | - | Discard after reference value served but no more than 5 years after final records created |
| • Office Internal Administration Records (including non-policy procedures/manuals, office assignments, work schedules and other related records) | - | Discard after reference value served but no more than 5 years after superseded or discontinued |
| • All Others | - | Retain for the same period as required for other formats of the same record category |

| ADMINISTRATIVE SERVICES DIVISION | | |
|---|-------------------------|--|
| Record Category | Retention Period | Remarks |
| I. FACILITIES | | |
| I.A. Building/Facilities Files | | |
| <ul style="list-style-type: none"> As-Built Plans, Specifications, Equipment Instruction Booklets and Warranties, Construction Manuals and Building Project Files (punch lists, build-out files) | - | As long as building or equipment is in use |
| <ul style="list-style-type: none"> Burglar/Fire Alarm Records | 3 Years | |
| <ul style="list-style-type: none"> Maintenance Inspections | 5 Years | After inspection report |
| <ul style="list-style-type: none"> Accident & Injury Forms (workers comp-related incident reports) | 5 Years | After report |
| <ul style="list-style-type: none"> Safety Data Sheets | 2 Years | After the related product was last used |
| <ul style="list-style-type: none"> Print Shop Request Forms | 30 Days | After work completed |
| <ul style="list-style-type: none"> Cash Receipts Log | 5 Years | After fiscal year created or received |
| <ul style="list-style-type: none"> Property Loss Claims | 5 Years | After claim is resolved |
| <ul style="list-style-type: none"> Fingerprint Cards | - | Discard after HR receives DPS report |
| II. FINANCE | | |
| II.A. Accounting/Finance Records | | |
| <ul style="list-style-type: none"> Vendor Payment Files (Invoices) Travel Claims and Purchase Requisitions | 5 Years | After fiscal year prepared |
| <ul style="list-style-type: none"> Juvenile Provider (Invoices) | 5 Years | After contract expiration |
| <ul style="list-style-type: none"> Contracts, RFP's, RFQ's, Funding Agreements, Interagency Agreements | 6 Years | After completion of contract |
| <ul style="list-style-type: none"> E-Verify Audit Records | 5 Years | After completion of contract A.R.S. § 41-4401 |
| <ul style="list-style-type: none"> Federal Grants | 3 Years | From the date of the final financial report submission (per 2 CFR 200.334). However, that period may be extended if (1) litigation, claims or audits are unresolved, or (2) Federal agencies request an extension. |
| <ul style="list-style-type: none"> State Grants | 5 Years | After fiscal year, quarterly, annual or final expenditure report submitted and approved or after funding agency requirements are met, whichever is longer |
| <ul style="list-style-type: none"> Legislative Budget Request | 5 Years | After fiscal year prepared |
| <ul style="list-style-type: none"> Budget Approval (loads, amendments) | 3 Years | After fiscal year prepared |

| ADMINISTRATIVE SERVICES DIVISION | | |
|---|-------------------------|---|
| Record Category | Retention Period | Remarks |
| • Budget Load Instructions | 1 Year | After fiscal year prepared |
| • Canceled Checks & Bank Reconciliations | 3 Years | After fiscal year prepared |
| • Capital Asset Records | 3 Years | After disposal of property/asset |
| • Warrant Registers | 5 Years | After fiscal year prepared |
| • Quarterly Report of Submitted Matters/Judicial Certifications | 4 Years | A.R.S. after fiscal year received, § 12-128.01(A) |
| • Payroll Records | 4 Years | After fiscal year paid |
| • Employee Time & Leave Records | 4 Years | After fiscal year prepared |
| • Account Reconciliations (including related journal entries) | 5 Years | After fiscal year prepared |
| • Cash Receipts | 5 Years | After fiscal year prepared |
| • Accounts Receivable Records/Billings to Counties | 5 Years | After fiscal year prepared |
| • Employee Tuition Refund Program Records | 3 Years | After fiscal year refund issued |
| II.B. Administrative/Mgt. Records | | |
| • Procurement (County Codes) (submitted to Finance if supreme court procurement code is not adopted) | 1 Year | After fiscal year received |
| • Report of Judicial Branch Performance Measures (sent to Governor with budget request) | 3 Years | After fiscal year created |
| III. HUMAN RESOURCES | | |
| III.A. Administrative/Mgt. Records | | |
| • Interview, Selection, Hiring & Promotion Records: a. Job announcements, applications (including law clerk applications), resumes, interview notes, and background checks, including criminal history records b. Testing administration records, including lists of individuals scheduled for exam | 2 Years 1 Year | After recruitment closed; discard at end of the calendar year After calendar year of scheduled test date |
| • Unsolicited Applications | - | After reference value served but no more than 2 years after calendar year received |

ADMINISTRATIVE SERVICES DIVISION

| Record Category | Retention Period | Remarks |
|---|-------------------------|--|
| • Employee Personnel Files (including Benefits and Confidential Files) | 5 Years | After calendar year of termination |
| • Requests for Classification of New Positions or Reclassification of Existing Positions (including salary advancement records) | 3 Years | After calendar year request acted upon |
| • INS Forms I-9 | 1 Year | After termination, but not less than 3 years after hired |
| • Occupational Safety and Health Forms (OSHA 300 log, OSHA 300A log, and Employers Reports of Injury as substitute for OSHA 301 form) | 5 Years | Following end of calendar year that the record covers |
| • Employee Medical and Exposure Records (including lists of hazardous materials exposed to, pre-employment physicals, results or exams, medical opinions, diagnoses, employee medical complaints and other related records) | 30 years | After calendar year of employee termination; OSHA-related regulations: 29 C.F.R. § 1910.1020(D)(1); Az Admin. Code § R20-5-602 |
| • Family Medical Leave Act (FMLA) Records (including employee leave request forms, supporting documentation and other non-medical related records) | 3 Years | After calendar year created, received or leave expired, whichever is later |
| • Certification of Health-Care Provider forms | 6 Months | After calendar year employee terminated |
| • Americans with Disabilities (ADA) Records (including requests for accommodation) | 5 Years | After calendar year of completion of accommodation or case settled |
| • Worker’s Compensation Files (Supervisor’s Report of industrial injury) | 3 Years | After calendar year of termination |
| • Employee Complaints (internal, external, and EEOC complaints and investigation files) | 5 Years | After calendar year of resolution or closure of investigation |
| • Unemployment Claims and Appeals Records | 2 Years | After calendar year action taken |
| • AOC Organizational Charts (monthly), Annual Compensation Reports and Salary Schedules | 5 Years | |
| • Reduction-in-Force (RIF) Records | 3 Years | After calendar year RIF is implemented |
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| III.B. Training | | |
| • COJET Training Records (class materials, sign-in sheets for classes accredited by HR, and employee compliance records) | 5 Years | After calendar year prepared, ACJA § 1-302 |
| III.C. Nominating Commissions | | |
| • Vacancy Files | 5 Years | After vacancy filled |
| • Applicant Files | 1 Year | After application deadline date, Rule 6, R. Proc. for Commissions on Appellate and Trial Court Appointments |
| III.D. Judicial Performance Review | | |
| • Survey Data Sheets | 2 Years | After election of judges surveyed |
| IV. LEGAL SERVICES | | |
| IV.A. Accounting/Finance Records | | |
| • Purchase Requisitions (copies) | - | Discard when reference value has been served |
| IV.B. Administrative/Mgt. Records | | |
| • Staff Meeting Minutes (originals) | 1 Year | After meeting date |
| • Internal AOC Policies & Procedures (drafts) | - | Discard after reference value served |
| • File Room Records Index | Indefinite | |
| • Training Materials for classes presented by Legal Services | - | Until training revised |
| • Legal Services Initiated Contract Records and Invoices (copies) | 6 Years | After completion of contract |
| IV.C. Client Files | | |
| • Internal and External Requests for Advice and Legal Services' Responses | 5 Years | No less than 5 years after written or received |
| • Grant-related documentation drafted by Legal Services | 5 Years | After fiscal year grant is fulfilled, cancelled or revoked |
| • Forms (contract and ACJA-related forms) | - | Until superseded |
| • Contracts & Agreements Drafted by Legal Services for RFP's, Legal Services Contract Drafting Service, etc. (copies) | 6 Years | After completion of contract |
| • Court Rules Drafted by Legal Services | 5 Years | After adopted or rejected |

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| • Administrative Code Sections Drafted by Legal Services | - | Until replaced |
| • Administrative Orders Drafted by Legal Services | 1 year | After adopted |
| • Rule 28 Petitions Drafted by Legal Services | 5 Years | After disposition |
| • Employee Complaints & Investigations from AOC HR or Probation Offices | 5 Years | After initiated |
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| IV.D. Legal/Legislative | | |
| • Litigation Files (copies of status reports & pleadings) | 1 Year | After case is closed |
| • Claim Files (copies of § 12-821.01 claims sent to ADOA) | 1 Year | After created |
| • EEOC Complaints (copies) | 2 Years | After disposition |
| • Court Investigations | 1 Year | After investigation terminated |
| • Legislative Materials (bills and related memos drafted by Legal) | 1 Year | After end of session |
| • Subpoenas and Responses to Subpoenas | 1 Year | After received or prepared |

| ADULT PROBATION SERVICES DIVISION | | |
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| Record Category | Retention Period | Remarks |
| A. Accounting/Finance Records | | |
| • County Budget Files (funding agreements, addendums) (copies) | 5 Years | After fiscal year prepared |
| • Adult Probation Services Fees Fund Reports | - | Discard when reference value has been served |
| B. Administrative/Mgt. Records | | |
| • Reports Required by Legislation (e.g., DTEF Report Card, Safe Communities Act Report) | 5 Years | After year created |
| • Annual Reports (statewide probation data) | 5 Years | After year created |
| • Project-Related Research and Reports | 5 Years | After year completed |
| • Project Related Correspondence | 5 Years | From date sent or received |
| • Incident Files and Investigations | 5 Years | After fiscal year of resolution |
| • Training Conference Materials (for conferences staffed by the division) | 5 Years | After year created |
| • Community Service Insurance Policy Files | 5 Years | After year created |
| • Inventory List of State ID Card/Badges | - | Discard records for badged officers when terminated |
| • Tracking System Change Request Log | - | Discard log entries after underlying case is removed from the tracking system |
| • Monthly Statistical Reports (Tracking system reports validated by counties) | - | Discard when reference value has been served |
| C. Program Fund/Project Records (LEARN, Adult Intensive Probation, Adult State Aid Enhancement, Drug Enforcement, Community Punishment, Drug Treatment & Education Fund, Transferred Youth (JPSF), Interstate Compact, Comprehensive Enforcement) | 5 Years | After fiscal year created |

| CERTIFICATION AND LICENSING DIVISION | | |
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| Record Category | Retention Period | Remarks |
| A. Admissions (Admission of Attorneys to the Practice of Law) | - | Rule 37, Rules of the Supreme Court |
| • Applicant Files | 5 Years | After calendar year of last activity or admission |
| • Applicant Files for Conditional Admittees (Character Report, MAP evaluations, Committee on Character & Fitness Findings of Fact and Conclusions of Law; Court Order) | 5 Years | After calendar year of last activity or admission |
| • Applicant Hearing Transcripts - Admitted Applicants | 30 Days | After appeal period expires |
| • Applicant Hearing Exhibits - Admitted Applicants | - | Return to party after appeal period expires |
| • Applicant Hearing Materials - Applicants not Admitted (including transcripts and exhibits) | 5 Years | After calendar year of hearing |
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| B. Certification/Licensing Programs (Alternative Business Structures, Authorized Community Justice Workers, Confidential Intermediaries, Certified Reporters, Certified Community Legal Advocates, Fiduciaries, Defensive Driving, Legal Document Preparers, and Legal Paraprofessionals) | | A.R.S. § 8-134; A.R.S. Title 32, Chapter 40; A.R.S. § 14-5651; A.R.S. Title 28, Chapter 8, Article 7; ACJA §§ 7-201, et seq. |
| • Minutes and Agendas of all licensing/certification Boards and Committees staffed by CLD (including the meeting recording if a Board or Committee uses the recording in lieu of minutes) | Indefinite | |
| • Certification/Licensing Records (initial and renewal applications, examination material, final action taken on complaints, denial records, and other related records) | 5 Years | After calendar year certificate expires or date of last activity, ACJA § 7-201(E)(4)(b) |
| • Criminal History Records Information (CHRI) Record (Means information that is collected by criminal justice agencies on individuals that consists of identifiable descriptions and notations of arrests, | - | Per the Arizona Noncriminal Justice Agency Guide for Fee-Based State and Federal Criminal History Checks, Sec. 3 (Sept. 2014 ed.), retain until the LATER of: |

CERTIFICATION AND LICENSING DIVISION

| Record Category | Retention Period | Remarks |
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| detentions, indictments and other formal criminal charges, and any disposition arising from those actions, sentencing, formal correctional supervisory action, and release) | | 1. After suitability determination requiring CHRI request is completed, OR 2. After appeal process re determination is completed |
| <ul style="list-style-type: none"> CHRI – Related Record (Records that must be retained as part of the Routine Audit process, including fingerprint cards, the request of CHRI received as a result of submitting a fingerprint card, fingerprint card chain of custody documentation records, inventory sheets, and rejection notice records) | - | After calendar year that DPS or its representatives complete the Routine Audit |
| <ul style="list-style-type: none"> Fingerprint Card Record (this is the card with the fingerprints on it that is used to obtain CHRI and contains no CHRI) | 6 months | After created or received, or until one reuse is completed |
| <ul style="list-style-type: none"> Fingerprint Card with CHRI Documented Records (the Fingerprint Card does contain CHRI when prints are processed) | - | Same as CHRI. Retain until the LATER of: 1. After suitability determination requiring CHRI request is completed, OR 2. After appeal process re determination is completed |
| <ul style="list-style-type: none"> Secondary Dissemination Log Records [any authorized secondary use of CHRI must be documented (such as summary of applicant suitability prepared for licensing board referencing CHRI but not including an actual copy of CHRI)] | 5 Years | After calendar year created (A.R.S. § 41-1750(Q)(3)) |
| <ul style="list-style-type: none"> Applicant Review and Challenge of Criminal History Record Information (CHRI) (an applicant has the opportunity to challenge their criminal history record; these are the records created or received during that process) | - | Discard after challenge process and any related appellate remedies have been exhausted (A.R.S. § 41-1750(G), (Q)(6); 728 CFR § 16.34). |
| <ul style="list-style-type: none"> Authorized Personnel Record (includes the list of personnel authorized to receive, view, handle, disseminate, store, retrieve, or dispose of CHRI. Also includes records relating to designating Authorized Personnel, acknowledgement statements, user agreements, and related forms) | - | After superseded or obsolete |

CERTIFICATION AND LICENSING DIVISION

| Record Category | Retention Period | Remarks |
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| <ul style="list-style-type: none"> Authorized Personnel Training Record (includes training logs and other records documenting initial and repeated trainings completed by Authorized Personnel) | - | After individual removed from Authorized Personnel List AND after calendar year in which DPS completes the Routine Audit |
| <ul style="list-style-type: none"> Complaint Files (complaint, response, summary and analysis, probable cause order, notice of formal charges, and Board's final order) | 5 Years | After calendar year Board's final order is issued |
| <ul style="list-style-type: none"> Administrative Hearing Materials (hearing officer's recommendation and report and transcripts) | 10 Years | After calendar year Board's final order is issued |
| <ul style="list-style-type: none"> Exhibits, Notices of Appointment of Hearing Officer, Notice of Hearing Dates, Motions | 1 Year | After calendar year appeal period expires or appeal is concluded |
| <ul style="list-style-type: none"> Audit/Monitoring/Compliance Final Report | Permanent | |
| <ul style="list-style-type: none"> Audit/Monitoring/Compliance Working Papers | 5 Years | After corrective action detailed in the final report |
| <ul style="list-style-type: none"> Finalization Records filed with CLD by Confidential Intermediaries | 99 Years | After calendar year of the adoption order; A.R.S. § 8-120(E); ACJA § 7-203(F)(6). Transfer to State Archives after retention period expires |
| <ul style="list-style-type: none"> Defensive Driving Offender Eligibility Records | 30 Months | After date of violation, A.R.S. § 28-3392(B) |
| <ul style="list-style-type: none"> Defensive Driving Remittance Forms and Reports | 30 Months | After calendar year received |
| E. Miscellaneous Records – all Programs | | |
| <ul style="list-style-type: none"> Administrative Materials | 5 Years | After fiscal year created or received |
| <ul style="list-style-type: none"> Lists of current certificate holders and licensees | - | After superseded or obsolete |
| <ul style="list-style-type: none"> Other Staff, Board, or Committee Training Manuals/materials | 3 Years | After discontinued or until superseded |
| <ul style="list-style-type: none"> Examinations | 3 Years | After last date administered or until superseded |

| COURT SERVICES DIVISION | | |
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| Record Category | Retention Period | Remarks |
| A. Administrative/Mgt. Records | | |
| • Internal Division Surveys | 1 Year | After fiscal year returned |
| • Research Compiled in Response to Public Records Requests | 5 Years | After fiscal year created |
| • Unsuccessful Grant Applications Documentation (requests for federal, state, private entities, service contracts, etc.) | 1 Year | After fiscal year in which notice of rejection received |
| • Expedited Processing Plans for Superior Court (submitted by superior court in each county for supreme court approval) | - | After fiscal year superseded, ACJA § 3-201 |
| • Parent Education Program Plans (submitted by superior courts in each county for supreme court approval) | - | After fiscal year superseded, A.R.S. § 25-351(B); ACJA § 3-202 |
| B. Accounting/Budget/Finance | | |
| • Cash Receipts (copies) | - | Discard after reference value served |
| • Contracts (copies) | - | Discard after reference value served |
| • Court Services Cash-Flow Reports (copies) | - | Discard after reference value served |
| • Grants received by AOC (includes NCHIP, SJI, etc.) (copies) | - | Retention dependent upon terms of grant. Original sent to Finance |
| C. Consolidated Collections Unit Records (FARE/Debt Set-Off Program, Inmate Release Court Program) | | |
| • Administrative Files (DOR and state lottery reports, participant agreements, copies of DOR deposits and checks sent to courts, set-off statements) | 5 Years | After fiscal year prepared |
| • Incident and Problem Tracking System Archive (FARE Program, DSO) | 2 Years | After extracted from AOC Support Desk system |
| • Litigation Files (copies of status reports & pleadings) | 5 Years | After case is closed |
| • Communications to and from IRCP participants. | 1 Year | After calendar year prepared or received or until reference value expires |
| • Correspondence to and from inmates unrelated to any active appeal. | - | Discard after reference value served but not more than 3 years after created or received |

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| <ul style="list-style-type: none"> • Correspondence to and from the general public regarding various matters | - | Discard after reference value served but not more than 3 years after created or received |
| D. Policy Memos, Reports and Manuals Generated by the Court Services Division | | |
| <ul style="list-style-type: none"> • Statewide Policy Memos (for policies not already formalized in a rule, code section, or administrative order or directive) | Indefinite | See Official Policy Announcements – General Schedule |
| <ul style="list-style-type: none"> • Procedure Manuals (e.g., civil and criminal traffic manuals) | - | Discard after reference value served or when superseded |
| <ul style="list-style-type: none"> • Publications (e.g., Parenting Time Plan, Legal Information, Legal Advice, Lengthy Trial Fund Brochure) | - | Discard after reference value served or when superseded |
| <ul style="list-style-type: none"> • Special Projects (e.g., Legislative Impact, Rules Impact) | - | Discard after reference value served or when superseded |
| <ul style="list-style-type: none"> • Statistical Reports Monthly/Quarterly/Annually | 4 Years | After fiscal year Data Report published |
| <ul style="list-style-type: none"> • Expenditure, Revenue, Personnel Surveys | 4 Years | Destroy after fiscal year Data Report published |
| <ul style="list-style-type: none"> • Annual Data Report | Indefinite | |
| E. Automation Projects | | |
| <ul style="list-style-type: none"> • Tables Updates | 3 Years | Or until superseded |
| <ul style="list-style-type: none"> • Testing Material | - | Discard after reference value served |
| F. Grant Requests (e.g., Public Defender Training Fund, Case Processing Assistance Fund, Fill the Gap, JCEF and Traffic Case Processing Fund) | | |
| | 5 years | After fiscal year of grant completion |
| G. Reference Material/Research | | |
| <ul style="list-style-type: none"> • Compliance Checklists (Minimum Accounting Standards) | 3 Years | After calendar year prepared |
| <ul style="list-style-type: none"> • Incident Files and Investigations | 5 Years | After fiscal year of resolution |
| <ul style="list-style-type: none"> • Triennial Certified Financial Audit Reports | - | Discard 3 years after submitted or until superseded, whichever is longer |

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| <ul style="list-style-type: none"> • Statewide Training Manuals/Materials (copies) | - | Discard after reference value served; originals maintained by Education Services or Human Resources |
| <ul style="list-style-type: none"> • Internal CSD Staff Training and Orientation Materials | - | Discard after superseded |
| <ul style="list-style-type: none"> • Auditors' Working Papers | - | Discard after reference value served but not more than one year after final operation report is completed |
| H. Court Interpreter Credentialing Program (ACICP) | | |
| <ul style="list-style-type: none"> • Interpreter profiles in the Arizona Court Interpreter Registry, including program participant data logged in the Registry (i.e., exam results, reciprocity/transfer of components determinations, ACICP credential level information, NCSC testing id's, exam result comments, etc. | 50 Years | After calendar year of last data entry |
| <ul style="list-style-type: none"> • Communications to and from participants, Registry users, members of the public, court staff, language access service providers, and other AOC divisions regarding ACICP or language access matters not specifically listed elsewhere | 1 Year | After calendar year prepared or received or until reference value served |
| <ul style="list-style-type: none"> • Exam registration forms and reciprocity/transfer of components records submitted by participants | 3 Years | After calendar year prepared or received or until reference value served |
| <ul style="list-style-type: none"> • Credential certificates issued, accompanying letters to participants, and certification memos | 5 Years | After calendar year issued |
| <ul style="list-style-type: none"> • Americans with Disabilities (ADA) records | 5 Years | After calendar year of completion of accommodation |
| <ul style="list-style-type: none"> • Miscellaneous administrative materials reflecting resolution of compliance issues and requests for policy exceptions in individual cases | 5 years | After calendar year prepared or received |

| DEPENDENT CHILDREN SERVICES DIVISION | | |
|--|-------------------------|--|
| Record Category | Retention Period | Remarks |
| A. Accounting/Finance Records | | |
| • Title IV-E Reimbursement Records (copies) | - | Discard after reference value served and not more than 5 years |
| • Court Improvement Grant Applications (copies) | 5 Years | Original sent to Finance |
| B. Administrative/Management Records | | |
| • Project Reports | 5 Years | After calendar year completed |
| • Board Member & Volunteer Training and Orientation Materials | - | Discard after superseded or obsolete |
| C. State Foster Care Review Board | | |
| Administrative/Management Records | | |
| • Board Member Files (applications, appointment orders, results of background checks, personal correspondence, and references) | 5 Years | After member's resignation |
| D. Local Foster Care Review Boards – Tucson & Phoenix | | |
| Administrative/Management Records | | |
| • Board Member Files (applications, appointment orders, results of background checks, personal correspondence, and references) | 5 Years | After member's resignation |
| • Case Files (materials reviewed when drafting local board's recommendation to the court, meeting invitations) | 5 Years | After month dismissed |
| • Board Member Notes | - | After reference value served and not more than one year after the case is no longer subject to Board review per A.R.S. § 8-515.01 or court order |
| E. CASA Program | | |
| Accounting/Finance Records | | |
| • County Financial Records (funding agreement copies, budget modifications, quarterly reports, equipment inventories, budget-related correspondence) | 5 Years | After fiscal year end |

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| F. Court Improvement | | |
| Accounting/Financial Records | | |
| <ul style="list-style-type: none"> • County Financial Records (funding agreement copies, budget modifications, quarterly reports, budget-related correspondence) | 5 Years | After fiscal year end |

| EDUCATION SERVICES DIVISION | | |
|---|-------------------------|---|
| Record Category | Retention Period | Remarks |
| A. Accounting/Finance Records | | |
| • Scholarship Applications (official document) | 3 Years | After calendar year prepared |
| B. Administrative/Management Records | | |
| • Faculty Certification Files (official document) | 5 Years | After last class presented |
| • Curriculum Accreditation Files (including agenda and materials) (official document) | 5 Years | After last class presented, ACJA § 1-302(E)(1) |
| • COJET-Accredited Sponsor Files (official document) | - | Retain until sponsor status terminated, ACJA §§ 1-302 |
| • Annual Statewide COJET Compliance Report | 5 Years | After calendar year prepared. (ACJA § 1-302(D)(2)) |

| EXECUTIVE DIVISION | | |
|---|-------------------------|---|
| Record Category | Retention Period | Remarks |
| A. Accounting/Finance Records | | |
| • BJA Grant File (application, amendments, status and closing reports) | 5 Years | After grant expires |
| B. Administrative/Management Records | | |
| • Reading Files (miscellaneous correspondence with reference value concerning major administrative policy issues - code, rule or legislative - generated or received by the division) | 10 Years | After calendar year prepared or received |
| • Internal AOC Reports (e.g., monthly division reports) | 5 Years | After calendar year prepared |
| • Administrative Agenda minutes of meetings with the supreme court | Indefinite | |
| • Internal Meeting Minutes (AOC Directors, presiding judges, annual retreats) | 10 Years | |
| • Judicial Council Records <ul style="list-style-type: none"> • Minutes • Agendas • Meeting Materials | Indefinite | |
| • Judicial Council Correspondence | 1 Year | After calendar year prepared |
| • Incident Files | 5 Years | After calendar year created; maintain in a secure fashion |
| • Internal Audit Reports | Indefinite | |
| • Internal Audit Working Papers | 3 Years | After final report completed |
| C. Legislative Records | | |
| • Annual Legislative Update | 5 Years | After fiscal year of legislative session |
| • Legislative Proposals | 10 Years | After fiscal year of legislative session |
| • Judicial Bills Files | 15 Years | After fiscal year created or received |
| D. Public Information | | |
| • Publications (e.g., Annual Report, key numbers report, Strategic Plan) | 10 Years | After calendar year prepared |
| • Administrative Directives | Indefinite | |

| INFORMATION TECHNOLOGY DIVISION | | |
|---|-------------------------|--|
| Record Category | Retention Period | Remarks |
| A. Accounting/Finance Records | | |
| • Equipment/Service Agreements with outside vendors (copies) | - | Discard when reference value served |
| • Vendor Quotes (copies) | - | Discard when reference value served |
| B. Administrative/Management Records | | |
| • ITD Strategic Plan | 5 Years | After publication – official copy currently on file. Transfer to State Archives after 5 years |
| • Reference Materials (vendors, associations, products) | - | After reference value served |
| • Service Requests for Hardware or Software Additions or Changes | 3 Years | After fiscal year when service rendered or problem resolved |
| C. Software-Related Records | | |
| • Software Reference Material | - | After reference value served |
| • Software Licenses | 1 Year | After expiration or discontinuing use of product – official/original document |
| • Software Problem Logs | 3 Years | After solved |
| D. Program/Project Records | | |
| • Project/Program Files | 2 Years | After project completion or termination |
| • Project/Program Files related to work performed by outside contractor | 6 Years | After end of contract term and any extensions |
| E. Electronic Records | | |
| • Support Desk Incident and Problem Tracking System | - | After problem resolved and ticket is closed, retain at least 30 days and not more than reference value |
| • Source Code: Current Version of Applications Software Internally Supported | - | Retain as long as system is in production use or needed for research purposes |
| • System Backups (daily) (probation data repository systems, CMS's, Outlook, etc.) | 30 days | Daily – rotated sets of daily incremental backup tapes |
| • System Backups (weekly) (probation data repository systems, CMS's, Outlook, etc.) | 30 days | Weekly – rotated sets of weekly backup tapes |
| • Web Pages | 30 days | Part of system backup |

| JUVENILE JUSTICE SERVICES DIVISION | | |
|--|-------------------------|--|
| Record Category | Retention Period | Remarks |
| A. Accounting/Finance Records | | |
| <ul style="list-style-type: none"> Juvenile Probation Services Fund/Diversion, Juvenile Crime Reduction Fund, State Aid to Detention Fund Records (program plans, solicitations, responses, county budget modifications, contracts and addendums, monitoring files and incident investigations) | 5 Years | After solicitation period ends; A.R.S. §§ 41-2401; 41-2417 |
| <ul style="list-style-type: none"> Juvenile Probation Services Fees Fund Reports (copies) | - | Discard when reference value has been served |
| <ul style="list-style-type: none"> Family Counseling/County Files for Disbursement of Appropriation (court certification, board of supervisor resolutions, addendum, allocation schedule, operational agreements, and modifications) | 5 years | After fiscal year created |
| B. Administrative/Management Records | | |
| <ul style="list-style-type: none"> County Operating Agreements (program plans, stand downs, caseload audits) | 4 Years | After fiscal year received |
| <ul style="list-style-type: none"> Monthly Statistical Reports (probation data repository system reports validated by counties) | - | Discard when reference value has been served |
| <ul style="list-style-type: none"> Juvenile On-Line Tracking System Research Archives | 50 Years | |

OFFICE OF THE PRESIDING DISCIPLINARY JUDGE

| Record Series | Retention Period | Remarks |
|--|-------------------------|--|
| Disciplinary Clerk (Discipline of Attorneys and CLD Programs) | | Rules 46 – 65, 70, & 72, Rules of the Supreme Court Under Supreme Court Rule 70(h), retention of Disciplinary Clerk Records is subject to Supreme Court Rule 29(E), which requires notice to ASLAPR before destruction. |
| Formal Discipline Files: original and amended complaints, answers, agreements, consent documents, disciplinary committee reports, Hearing Officer reports, and final judgements and orders | 40 Years | After calendar year after final disposition of disciplinary action |
| Certificates of Good Standing (including records of requests to disciplinary clerk, certificates issued by disciplinary clerk or requests for certificate to be issued by supreme court) | 5 Years | Supreme Court Rule 74 |
| Formal Discipline Transcripts | 30 Days | Discard after appeal period expires |
| Formal Discipline Exhibits | 30 Days | Return to party after appeal period expires |

OFFICE OF THE CHIEF JUSTICE

| Record Series | Retention Period | Remarks |
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| Administrative Records | | |
| Historically significant correspondence and memoranda related to court administration. | Permanent | In the discretion of the Chief Justice, these records may be transferred to ASLAPR after expiration of term of office |

SUPREME COURT STAFF ATTORNEYS

| Record Series | Retention Period | Remarks |
|---|-------------------------|---|
| Internal Confidential Legal Memoranda | | |
| <ul style="list-style-type: none"> • Memoranda regarding briefs and motions filed in pending death penalty appeals, Habeas Corpus petitions, and Miscellaneous cases | - | Death or final imposition of new sentence of defendant. |

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| • Memoranda regarding Rule 28 Rules Agenda Items – Rule adopted or amended | 10 Years | After fiscal year in which court adjudicated the matter |
| • Memoranda regarding Rule 28 Rules Agenda Items – Rule petition denied | 5 Years | After fiscal year in which court adjudicated the matter |
| • Memoranda regarding Appointment of Capital Post-Conviction Relief Counsel | - | Death or final imposition of new sentence of defendant. |
| • Memoranda regarding Reimbursement Requests (PCR) | - | Death or final imposition of new sentence of defendant. |
| • Memoranda regarding criminal petitions for review | 20 Years | After fiscal year in which court adjudicated the matter |
| • Memoranda regarding water cases | Indefinite | |
| • Memoranda regarding civil petitions for review, original special actions, state bar matters, and election appeals | 5 Years | After fiscal year in which court adjudicated the matter |
| Administrative Records | | |
| • Directories, Schedules, Rosters, Expertise tables | - | Discard after reference value served but not more than 3 years after created |
| • Internal Meeting Agendas, Procedures, Resources and Presentations | - | Discard after reference value served but not more than 3 years after created |
| • Summer Court Agendas | - | Discard after reference value served but not more than 3 years after created |
| • Library Subscriptions and Books | - | Discard after reference value served but not more than 3 years after created |
| • Library Arizona Statutes and Legislative Materials | Indefinite | |
| • Applications for Appointment as Capital Post-Conviction Relief Counsel | - | Death or final imposition of new sentence of defendant |
| • Requests for Reimbursement of Capital Indigent Defense Payments (PCR)(copies) | - | Death or final imposition of new sentence of defendant |
| Other | | |
| • Correspondence to and from inmates unrelated to any active appeal. | - | Discard after reference value served but not more than 3 years after created or received |
| • Correspondence to and from the general public regarding various matters | - | Discard after reference value served but not more than 3 years after created or received |