

IN THE SUPREME COURT OF ARIZONA  
ADMINISTRATIVE OFFICE OF THE COURTS

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In the Matter of: )  
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USE OF ELECTRONIC DOCUMENT ) Administrative Directive  
STORAGE RESOURCES BY ) No. 2016 - 02  
SUPREME COURT EMPLOYEES )  
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In cooperation and consultation with the Supreme Court, Clerk of the Supreme Court, the Staff Attorneys Office, the Office of the Presiding Disciplinary Judge, and the Commission on Judicial Conduct, the Administrative Office of the Courts has established policies governing the use of electronic document storage resources.

Therefore, in order to promote consistent and efficient storage of electronic records,

IT IS DIRECTED that the policy for Use of Electronic Document Storage Resources By Supreme Court Employees is approved.

Dated this 8<sup>th</sup> day of February, 2016.

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DAVID K. BYERS  
Administrative Director of the Courts

## **A. Purpose**

The purpose of this policy is to establish responsibilities for storing and accessing electronic records maintained by the Supreme Court, including the Administrative Office of the Courts (AOC), Clerk of the Supreme Court, the Staff Attorneys Office, the Office of the Presiding Disciplinary Judge, and the Commission on Judicial Conduct.

## **B. Definitions**

“Employees” means all employees of the Supreme Court, the Supreme Court Clerk’s Office, the Staff Attorneys’ Office, the Presiding Disciplinary Judge’s Office, the Commission on Judicial Conduct, and the AOC.

“Sensitive data” means Social Security number, bank account number, credit card number, and any other financial account number.

“Confidential record” means a document or data that is closed to inspection by the public pursuant to rules of the Supreme Court, Arizona statute, or that has been ordered sealed. Examples include sensitive data gathered for administrative purposes by a court or records derived from dependency or adoption cases.

“OneDrive for Business” is an individual professional library intended for storing and organizing work documents which can include photos and other media files. All files stored in OneDrive for Business are restricted to the file owner (i.e., individual employee) unless the owner decides to share specific documents or file contents with others.

“SharePoint” is a web-based portal solution for enterprise collaboration, document storage, records management, and communication. Each division or office will be assigned a SharePoint team site for storage and collaboration of team and project documents.

## **C. General Policy**

1. Employees shall store electronic records in accordance with this policy and the record storage structure described herein. The Administrative Director may adopt additional procedures as may be necessary to implement this policy.

2. All electronic records are subject to Supreme Court Rule 123 and other rules and laws covering public access to court records as well as the Record Retention and Disposition Schedules applicable to the AOC and other offices of the Supreme Court.
3. New hires must receive training on this policy and the methods of storing and accessing electronic records as part of their new hire orientation.
4. Each AOC division and office of the Supreme Court must designate one or more staff members to:
  - a. Provide assistance and additional training, as needed, to other staff on the electronic document storage structure and methods.
  - b. Facilitate periodic review and purging of documents stored in SharePoint, OneDrive, and Outlook. Employees should purge electronic records based on the retention requirements outlined in the record retention schedule.
5. Each office, division, or business unit, as appropriate, shall review sharing privileges at least annually and remove the privileges of individuals who no longer require access to files or folders.

#### **D. Use of Electronic Document Storage Resources**

1. Employees shall primarily use the following four electronic document storage resources:
  - A. SharePoint Supreme Court Site:
    - i. The Supreme Court SharePoint site serves as the location to store business files and documents open for sharing with all Supreme Court employees.
    - ii. Sharing permissions for this main portal site will be open; thus, employees shall not store any confidential records or sensitive data in this location.
  - B. SharePoint Division/Office Site:
    - i. The SharePoint Division/Office site serves as a storage site for division- or office-wide business documents and files. Separate sites will be established for the Supreme Court, Clerk of the Court, the Staff Attorneys Office, the Office of the Presiding Disciplinary Judge, and the Commission on Judicial Conduct.
    - ii. Employees shall not share any documents containing confidential records or sensitive data in the SharePoint division sites with anyone who does not have authority to access and view such information.

C. SharePoint Team Site:

- i. Employees shall use the pre-established SharePoint team sites for everyday collaboration on working documents and drafts that are created and maintained as part of a group's work and for sharing documents across divisions and business units.
- ii. Employees shall not share any documents containing confidential records or sensitive data in the individual SharePoint team sites with anyone who does not have authority to access and view such information.

D. One Drive for Business:

- i. Employees shall use OneDrive for Business for storing business-related documents that either will not be shared with other employees or that will be shared only with a small number of other employees.
- ii. Employees shall exercise caution when sending links to shared folders because these links may be forwarded to and accessed by unintended recipients.
- iii. If an employee decides to share documents stored in the employee's OneDrive for Business library, the employee shall ensure confidential records or sensitive data are not shared, unless the access serves a legitimate business purpose and the recipient has authority to view such information.

E. When storing documents in SharePoint, employees must identify the document using pre-configured metadata classifications provided by the Information Technology Division of the AOC.

F. Hard Drive:

Employees should store Outlook PST files on their local computer hard drives. All other documents that employees may have historically stored on their hard drives should be stored in OneDrive for Business or SharePoint, as documents stored on the hard drives are more susceptible to data loss and are not automatically backed up.

G. The Administrative Director, or his designee, shall have discretion to make exceptions to this policy regarding certain applications or database files not suitable for storage in OneDrive for Business and SharePoint.