

IN THE SUPREME COURT OF THE STATE OF ARIZONA

---

In the Matter of:	)	
	)	
AMENDING ARIZONA CODE OF	)	Administrative Order
JUDICIAL ADMINISTRATION § 4-302:	)	No. 2018 - <u>53</u>
RECORDS RETENTION AND	)	(Affecting Administrative
DISPOSITION SCHEDULE	)	Order No. 2017-73)
	)	

---

Pursuant to the Arizona Code of Judicial Administration § 1-201 (E), the Chief Justice may adopt emergency administrative code proposals and technical changes in existing code sections by administrative order without prior distribution for comment and action by the Arizona Judicial Council. The need for a technical amendment to the above-captioned section of the Arizona Code of Judicial Administration having been required by adoption of HB 2240 amending A.R.S. §§ 12-1551, 12-1611, 12-1612, and 12-1613 expanding the number of years for collection of a judgment or for filing of a renewal of judgment. -The expansion of the statutory time frames to collect or renew a judgment requires that the period that justice courts retain case records be similarly expanded,

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

IT IS ORDERED that Arizona Code of Judicial Administration § 4-302 is amended as indicated on the attached document. All other provisions of § 4-302, as originally adopted, remain unchanged and in effect.

Dated this 5th day of June, 2018.

---

SCOTT BALES  
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
<b>CASE FILES</b>				
<b>A. Civil traffic [No changes]</b>				
<b>B. Civil, other than traffic</b>				
5.	[No changes]			
6.	[No changes]			
7.	[No changes]			
8.	[No changes]			
9.	v. Eviction	6 <u>11</u> years after final judgment or the filing of an affidavit of renewal, whichever is later, or 1 year after voluntary dismissal	6 <u>11</u> years after final judgment or the filing of an affidavit of renewal, whichever is later, or 1 year after voluntary dismissal	6 <u>11</u> years after final judgment or the filing of an affidavit of renewal, whichever is later, or 1 year after voluntary dismissal

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
10.	vi. Small claims	6 <u>11</u> years after final judgment or the filing of an affidavit of renewal, whichever is later, or 1 year after voluntary dismissal	6 <u>11</u> years after final judgment or the filing of an affidavit of renewal, whichever is later, or 1 year after voluntary dismissal	6 <u>11</u> years after final judgment or the filing of an affidavit of renewal, whichever is later, or 1 year after voluntary dismissal
11.	vii. General civil case, other than small claims	6 <u>11</u> years after final judgment or the filing of an affidavit of renewal, whichever is later, or 1 year after voluntary dismissal or the filing of a satisfaction of judgment	6 <u>11</u> years after final judgment or the filing of an affidavit of renewal, whichever is later, or 1 year after voluntary dismissal or the filing of a satisfaction of judgment	6 <u>11</u> years after final judgment or the filing of an affidavit of renewal, whichever is later, or 1 year after voluntary dismissal or the filing of a satisfaction of judgment
<b>C. Criminal [No changes]</b>				
<b>RECORD OF COURT PROCEEDING [No changes]</b>				
<b>MISCELLANEOUS RECORDS [No changes]</b>				
<b>ADMINISTRATIVE RECORDS [No changes]</b>				