

Records Retention Revision Committee of the Superior Court

Wednesday, February 19, 2014

10:00 a.m. – 3:00 p.m.

Conference Room 345-A

State Courts Building, 1501 W. Washington, Phoenix, AZ 85007

Conference Number: 602-452-3288, Meeting ID: 8674#; [Web Ex](#)

AGENDA

TIME		PRESENTER
10:00 a.m.	Call to Order/ Welcome and Introductions	<i>Sandra Markham, Chair, Clerk of Court, Superior Court in Yavapai County</i>
10:15 a.m.	Committee Rules of Procedure and Proxy Form <input type="checkbox"/> Formal Action/Request	<i>Sandra Markham</i>
10:20 a.m.	Review of: <ul style="list-style-type: none">• Work of the Advisory Committee to Develop Policies for Retention, Destruction, and Access to Electronic Court Records• Committee Charge from Authorizing AO 2014-13 and Scope of Work• Anticipated circulation of committee work product	<i>Sandra Markham</i>
10:35 a.m.	Review of: <ul style="list-style-type: none">• iCIS functionality with ACJA § 3-402• Proposed Changes to ACJA § 3-402 by Clerks Association	<i>Mark Jensen, EDM Program Manager, Maricopa County Clerk of Superior Court</i>

All times are approximate. The Chair reserves the right to set the order of the agenda. For any item on the agenda, the Committee may vote to go into executive session as permitted by Arizona Code of Judicial Administration § 1-202. Please contact Melinda Hardman (602-452-3453), committee staff, with any questions concerning this agenda. Any person with a disability may request a reasonable accommodation, such as auxiliary aids or materials in alternative formats, by contacting Julie Graber at (602) 452-3250. Requests should be made as early as possible to allow time to arrange the accommodation.

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|------------|---|--|
| 10:45 a.m. | Review of: <ul style="list-style-type: none"> • Scope and level of detail of existing ACJA § 3-402 • Practical aspects of how the superior court in all fifteen Arizona counties works with LAPR • How a <i>permanent</i> retention period works | <i>Melanie Sturgeon,
Director, Archives and
Records Management,
State Library, Archives &
Public Records</i> |
| 11:10 a.m. | Discussion of Updates to ACJA § 3-402:
Superior Court Records Retention and
Disposition Schedule | <i>Committee Members</i> |
| 12:00 p.m. | <i>Lunch Break</i> | |
| 12:45 p.m. | Continued Discussion of Updates to ACJA
§ 3-402: Superior Court Records Retention and
Disposition Schedule | <i>Committee Members</i> |
| 2:30 p.m. | Discussion of Future Meeting Dates | <i>Committee Members</i> |
| | Next Meeting: April 4, 2014
10:00 a.m. – 3:00 p.m.
Arizona State Courts Building
Conference Room 345-A | <i>Sandra Markham</i> |
| 2:45 p.m. | Call to the Public | <i>Sandra Markham</i> |

ADDITIONAL MEETING DATES

April 4, 2014; 10:00 a.m.

All times are approximate. The Chair reserves the right to set the order of the agenda. For any item on the agenda, the Committee may vote to go into executive session as permitted by Arizona Code of Judicial Administration § 1-202. Please contact Melinda Hardman (602-452-3453), committee staff, with any questions concerning this agenda. Any person with a disability may request a reasonable accommodation, such as auxiliary aids or materials in alternative formats, by contacting Julie Graber at (602) 452-3250. Requests should be made as early as possible to allow time to arrange the accommodation.

COMMITTEE TO REVISE ACJA § 3-402: SUPERIOR COURT RECORDS RETENTION AND DISPOSITION SCHEDULE

Rules for conducting committee business

1. Decision-Making

Committee decisions will be made by consensus or majority vote when a quorum is present. A numerical vote will be recorded unless the decision is unanimous.

2. Quorum Policy

The minimum number for a quorum of members is 50 percent plus one member. Attendance may be in-person, telephonically, or by videoconference when available. The chair may require that members attend certain meetings in person.

3. Proxy Policy

Committee members may send proxies to attend meetings when necessary and with proper notification to the chair. The attached form is available for this purpose.

- A proxy has all the responsibilities of a member, including voting power.
- There is no limit on the number of times a member can send a proxy.
- A member may not also serve as a proxy.
- Proxies are included in the count of members present to determine a quorum.

**COMMITTEE TO REVISE ACJA § 3-402: SUPERIOR COURT
RECORDS RETENTION AND DISPOSITION SCHEDULE**

Proxy Designation Form and Instructions

Appointed members of the committee are responsible for providing materials to and thoroughly briefing their proxy designees. Members may either complete this form or provide the information indicated below in a similar fashion or by email. Proxy designations should be sent to:

Melinda Hardman, Committee Staff, Administrative Office of the Courts
Phone number: (602) 452-3453
Fax number: (602) 452-3659
E-mail: mhardman@courts.az.gov

Please send the information at least one week prior to the meeting that the proxy will be attending.

To: Sandra K. Markham, Chair
c/o Melinda Hardman, Committee Staff

I (please print your name), _____,
will be absent from the Committee to Revise ACJA § 3-402: Superior Court Records
Retention and Disposition Schedule meeting scheduled for _____.
Accordingly, I designate the following individual to act as my proxy for this meeting:

Name and employment position of proxy:

E-mail address: _____

Telephone number: _____

Date

Signature

ARIZONA CODE OF JUDICIAL ADMINISTRATION
Part 3: Superior Court
Chapter 4: Administration
Section 3-402: Superior Court Records Retention and Disposition

A. Definitions. In this section the following definitions apply:

“Case file” means the original documents or other material, regardless of physical form filed in an action or proceeding in a court, either in paper or electronic format.
(either clarify “case file” versus “case record”, or use one, instead of both, throughout the Schedule; currently it goes back and forth between the two terms)

“Closed” means that the case is no longer subject to modification pursuant to Rule 94(h), Rules of the Supreme Court.

“Criminal Histories” means records and data collected by criminal justice agencies or persons on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal charges and any deposition arising from those actions, sentencing formal correctional supervisory action and release. Criminal history record information and criminal history record do not include identification information to the extent that the information does not indicate involvement of the individual in the criminal justice system or information relating to juveniles unless they have been adjudicated as adults.

“Date received,” means the date records are received by the clerk or court.

“Destruction” or “destroyed” means to discard by burning, shredding, recycling, or by depositing in a public landfill.

“Dispose” means to destroy a record or transfer a record to archives, depending upon the context.

“Electronic Court Record” means the official Superior Court documents stored in the Clerk’s Electronic Document Management System, collectively referred to as the “electronic court record (ECR)”, utilizing efficient and systematic control of the creation, receipt, maintenance, use and disposition of court records, including processes for capturing and maintaining evidence of and information about court record activities and transactions of those records.

“Exhibits” means evidence offered and/or received in a trial or hearing, or added to a case file.

“File” or “filed” means the record was delivered to and file-stamped by the Clerk of Court.

“Historically significant case” means a case involving a unique legal issue or controversy, prominent party, or other high profile or newsworthy aspects, and that has been so designated pursuant to the process established in subsection (F) of this section.

“Imaging” means scanning or making available electronically likenesses (images) of case files and/or documents that can be viewed by the courts and/or the public.

“Landmark case” means a case that meets the requirements of Rule 111(b), Rules of the Supreme Court, has been the subject of a published appellate court opinion as that term is defined by Rule 111(a)(1), and has been so designated pursuant to the process established in subsection (F) of this section.

“Microfilming” means the reproduction on microfilm of the original record in accordance with the minimum standards for microfilming as established by nationally accepted records and information management process standards.

“Non-Standard Item” means attachments to filed documents, such as CD’s, DVD’s VHS and cassette tapes, large maps, etc. that cannot be scanned into the electronic court record or filed into the paper file or that does not meet established acceptable format for the documents submitted for filing with the court per Local Rule or Civil Rule 10.D.

“Purge” means to remove and destroy records in a case file pursuant to subsection (D) of this section.

“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, such as entry of judgment or after reference value served.

B. Authority. Az. Const. Art. 6, §§ 3 and 23 authorize the Supreme Court to administer the courts of this state and to establish duties for the clerk of the superior court in each county by rule. A.R.S. § 41-1339 requires superior court clerks to transfer permanent files to the Director of the Arizona State Library Archives and Public Records (ASLAPR) at the end of their prescribed retention period, pursuant to court rules. Rule 29, Rules of the Supreme Court requires the court to adopt retention and disposition schedules and purge lists for court records.

C. Retention and disposition schedule. Clerks shall retain and dispose of superior court records according to the following schedule:

ARIZONA SUPREME COURT
Records Retention and Disposition Schedule
FOR USE BY SUPERIOR COURT

Type of Record	Retain (Yrs)	Remarks
<p>1. COURT CASE FILES</p>		<p>Case records designated for retention for a period of “50 years (for cases filed after 1959)” must be transferred to the state archivist for permanent storage and not destroyed at the end of the 50 year retention period. For example, in the year 2011, a civil malpractice case record filed in 1960 must be transferred to the state archivist.</p> <p>Case records designated for retention for a period of “Permanent (for cases filed prior to 1960)” may be either retained in the custody of the clerk of court or transferred to the state archivist and not destroyed. For example in the year 2011, a civil malpractice case record filed in 1959 may be transferred to the state archivist or retained by the clerk at the clerk’s discretion.</p>

ARIZONA SUPREME COURT
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Type of Record	Retain (Yrs)	Remarks
<p>a. Civil – General Includes:</p> <ul style="list-style-type: none"> - Administrative review - Contract - Declaratory judgment - Department of Economic Security (DES) instant judgment - Eminent domain - Foreign judgment - Habeas corpus - Malpractice - Name change - Non-general stream adjudication water rights - Quiet title - Restoration of civil rights - Special action appeal - Tax appeal - Tort general (all non-motor vehicle) - Transcript of judgment - Other unspecified non-domestic relations civil case categories <p>- <u>Non-standard Items</u></p>	<p>50 (for cases filed after 1959)</p> <hr/> <p>Permanent (for cases filed prior to 1960)</p> <hr/> <p>-</p>	<p>Retention period begins following year filed.</p> <p>As provided by Rule 29, Rules of the Supreme Court, at the end of the retention period required by this section, transfer these court records to ASLAPR for permanent retention.</p> <p>Purging and microfilming are allowed at any point after the case is closed. (See subsection D).</p> <hr/> <p>Purging and microfilming are allowed at any point after the case is closed. (See subsection D).</p> <hr/> <p><u>After all appeal filing time limits are exhausted, up to 120 days; if appeal is filed, retain until court ruling.</u></p>
<p>(1) Civil – Other</p> <ul style="list-style-type: none"> - Forcible detainer - Harassment - Seized vehicle - Tort – motor vehicle 	<p>10</p>	<p>Retention period begins following year filed.</p> <p>Case file may be destroyed at end of retention period.</p> <p>Microfilming and/or transfer to ASLAPR not required.</p> <p>Applies to all records currently in custody, including pre-1960 records.</p>

ARIZONA SUPREME COURT
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Type of Record	Retain (Yrs)	Remarks
<p style="text-align: center;">- <u>Non-standard Items</u></p>	<p style="text-align: center;">Permanent (for cases filed prior to 1960)</p> <hr/> <p style="text-align: center;">-</p>	<p>These files shall not be purged.</p> <p>Microfilming is allowed at any point after the case is closed. (See subsection D).</p> <hr/> <p><u>After all appeal filing time limits are exhausted, up to 120 days; if appeal is filed, retain until court ruling.</u></p>
<p>(4) Dismissed <u>Family Law Domestic Relations</u> Cases -- with or without children</p> <p style="text-align: center;">- <u>Non-standard items</u></p>	<p style="text-align: center;"><u>5</u> 50 (for cases filed after 1959)</p> <hr/> <p style="text-align: center;">Permanent (for cases filed prior to 1960)</p> <hr/> <p style="text-align: center;">-</p>	<p>Retention period begins following the year filed.</p> <p>As provided by Rule 29, Rules of the Supreme Court, at the end of the retention period required by this section, transfer these court records to ASLAPR for permanent retention.</p> <p>Purging and microfilming are allowed at any point after the case is closed. (See subsection D).</p> <hr/> <p>Purging and microfilming are allowed at any point after the case is closed. (See subsection D).</p> <hr/> <p><u>After all appeal filing time limits are exhausted, up to 120 days; if appeal is filed, retain until court ruling.</u></p>
<p>(5) Orders of Protection/Injunctions Against Harassment</p>	<p style="text-align: center;">5</p>	<p>Retention period begins following the year filed.</p> <p>Case file may be destroyed.</p> <p>Microfilming and/or transfer to ASLAPR not required.</p>

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<ul style="list-style-type: none"> - <u>Non-standard Items</u> 	Permanent (for cases filed prior to 1960)	Microfilming is allowed at any point after the case is closed. (See Subsection D). Not authorized for purging. Microfilming is allowed at any point after the case is closed. (See subsection D). <u>After all appeal filing time limits are exhausted, up to 120 days; if appeal is filed, retain until court ruling.</u>
<ul style="list-style-type: none"> - Probate vouchers and receipts 	5	After fiscal year received or after final annual accounting. Destroy without microfilming. Refer to Rule 94(h)(2), Rules of the Supreme Court.
<ul style="list-style-type: none"> - <u>Wills filed in accordance with A.R.S. § 14-2901(Laws 1973), repealed 1984</u> 	<u>90</u>	<u>From the date of the will's creation.</u>
<ul style="list-style-type: none"> (9) Abortions (already noted in Juvenile section on page 11) 	-	Retain and dispose in accordance with court order.
<ul style="list-style-type: none"> (10) General Stream Adjudication 		
<ul style="list-style-type: none"> (a) Contents of the case file, including but not limited to: <ul style="list-style-type: none"> - statement of claimant - exhibits - written hearing transcripts 	Permanent	Not authorized for purging. These records are to be permanently maintained by the clerk. Rule 94(h), Rules of the Supreme Court, allows the destruction of original permanent records after microfilming. Microfilming is allowed five years after the year filed.

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		After microfilming, the clerk shall automatically transfer the original records to ASLAPR as historically significant records.
(b) Office of the Special Master		The office of the special master shall classify, label, and purge the following records before transferring them to the clerk.
<ul style="list-style-type: none"> - Historical materials - Public information materials - Case management and procedures - Non-Rule 53 Special Master’s reports 	Permanent	<p>Not authorized for purging by the clerk.</p> <p>These records are to be permanently maintained by the clerk. Rule 94(h), Rules of the Supreme Court, allows the destruction of original permanent records after microfilming. Microfilming is allowed five years after the date they are received by the clerk.</p> <p>After microfilming, the clerk shall automatically transfer the original records to ASLAPR as historically significant records.</p>
<ul style="list-style-type: none"> - Appellate proceedings - Legislative materials - Legal research materials - Special Master’s rules 	25	<p>After the date they are received by the clerk.</p> <p>The records may be microfilmed five years after they are received by the clerk. Rule 94(h), Rules of the Supreme Court, allows the destruction of original permanent records after microfilming.</p> <p>Transfer to ASLAPR not required.</p>
<ul style="list-style-type: none"> - Administrative, financial, human resource records 	-	Retain and dispose in accordance with the applicable sections of this schedule.
(11) Transcripts and Depositions (all case categories)	-	These materials are part of the case file and accordingly follow the retention period established for the civil case type in which they were prepared.
b. Criminal – (1) General (excluding capital felony cases)	50 (for cases filed after 1959)	Retention period begins following the year filed.

ARIZONA SUPREME COURT
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Type of Record	Retain (Yrs)	Remarks
<p style="text-align: center;">- <u>Non-standard Items</u></p>		<p>As provided by Rule 29, Rules of the Supreme Court, at the end of the retention period required by this section, clerks shall transfer these court records to ASLAPR for permanent retention.</p> <p>Criminal history records produced by DPS and filed with the Superior Court may be destroyed without microfilming 30 days after sentencing provided no appeal filed, or 30 days following appellate court ruling.</p> <p>Microfilming is allowed pursuant to Rule 28.1, Rules of Criminal Procedure, and purging is permitted on a very limited basis (See subsection D).</p>
	<p style="text-align: center;">Permanent (for cases filed prior to 1960)</p>	<p>Microfilming is allowed pursuant to Rule 28.1, Rules of Criminal Procedure, and purging is permitted on a very limited basis (See subsection D).</p>
	-	<p><u>After all appeal filing time limits are exhausted, up to 120 days; if appeal is filed, retain until court ruling.</u></p>
<p>(2) Capital Felony Cases</p> <p style="text-align: center;">- <u>Non-standard Items</u></p>	<p style="text-align: center;">Permanent</p>	<p>Not authorized for purging.</p> <p>As provided by Rule 29, Rules of the Supreme Court, clerks shall transfer these records to ASLAPR for permanent retention 100 years after the date of conviction.</p> <p>Microfilming is allowed pursuant to Rule 28.1, Rules of Criminal Procedure.</p>
	-	<p><u>After all appeal filing time limits are exhausted, up to 120 days; if appeal is filed, retain until court ruling.</u></p>
<p>(3) Transcripts and depositions (all case</p>	-	<p>These are part of the case file and</p>

ARIZONA SUPREME COURT
Records Retention and Disposition Schedule
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Type of Record	Retain (Yrs)	Remarks
categories)		accordingly follow the criminal case type retention time frame.
c. Juvenile (confidential, A.R.S. Title 8, Chapter 1)		
(1) Adoptions, including pre-adoption certifications, motions for birth parent expenses and sealed adoption materials, <u>as well as adoption fingerprint cards.</u>	100	Following the granting, denial, dismissal or expiration of the matter as to all children. The juvenile court may authorize the microfilming of these cases. At end of retention period, all files, records, reports and other documents in possession of the court relating to the adoption must be transferred to ASLAPR. Reference A.R.S. §§ 8-116 and 121.
(2) Abortions	-	Microfilm and dispose in accordance with court order. <u>Retain for seven (7) years after the ruling on the petition, motion, or final appeal, or five (5) years after the date of the minor's 18th birthday, whichever is longer.</u>
(3) Delinquencies (includes citations, juvenile orders of protection, injunctions against harassment, incorrigibility and sealed delinquency materials)	<u>25</u>	After satisfaction of A.R.S. § 8-349 or following juvenile's 30 th birthday, A.R.S. § 13-912. Microfilm and dispose in accordance with court order. The juvenile court may authorize the microfilming or destruction of these cases or orders of protection /injunctions against harassment issued pursuant to A.R.S. § 13-3602.
(4) Dependency (includes Indian Child Welfare Act Cases. Also includes sealed dependency materials)	100 (for cases filed after 1959)	From date of dismissal as to all children. As provided by Rule 29, Rules of the Supreme Court, at the end of the retention period required by this section, clerks shall transfer these records to ASLAPR for permanent retention.

ARIZONA SUPREME COURT
Records Retention and Disposition Schedule
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	<hr/> Permanent (for cases filed prior to 1960)	Microfilm and dispose in accordance with court order. <hr/> Microfilm and dispose in accordance with court order.
(5) Severance (includes relinquishments and sealed severance materials)	100 (for cases filed after 1959) <hr/> Permanent (for cases filed prior to 1960)	From date of granting, denial, dismissal or expiration of the matter as to all children. As provided by Rule 29, Rules of the Supreme Court, at the end of the retention period required by this section, clerks shall transfer these records to ASLAPR for permanent retention. The juvenile court may authorize the microfilming or destruction of these cases. <hr/> The juvenile court may authorize the microfilming or destruction of these cases.
(6) Juvenile traffic and other violations	-	After child reaches age nineteen. Microfilming and/or transfer to ASLAPR not required. Violation document may be destroyed.
(7) Juvenile case exhibits (applies to all juvenile case categories)	-	May be disposed following dismissal, disposition or final appellate ruling, or the Juvenile Court may otherwise authorize release or destruction of these exhibits in accordance with applicable provisions of the code of judicial administration, administrative order, court rule, or statute.
(8) Juvenile case transcripts and	-	These are part of the case file and

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Type of Record	Retain (Yrs)	Remarks
depositions (all juvenile case categories)		accordingly follow the juvenile case type retention time frame. The Juvenile Court may authorize earlier destruction.
d. Lower Court Appeals - Civil or Criminal		
(1) Remanded civil cases	-	After satisfaction of Rule 12(c), Superior Court Rules of Appellate Procedure – Civil.
(2) Remanded criminal cases	-	After satisfaction of Rule 12, Superior Court Rules of Appellate Procedure – Criminal.
(3) Remanded case transfer index (and associated remand minute orders)	5	Following the date of the remand order. Case file may be destroyed.
(4) All other categories (including city court cases)	-	Refer to Rule 12, Superior Court Rules of Appellate Procedure – Civil and Criminal for disposition.
(5) Photocopies of remanded cases	-	After reference value served. Copies may be destroyed.
(6) Trial De Novo		See Rule 30, Rules of Criminal Procedure.
- Criminal traffic and criminal non-traffic, civil traffic and civil non-traffic	5	After dismissal, final order, judgment or stipulation.
e. Grand Jury Records		
(1) Empanelment documents	5	After panel dismissed. Retention period starts at end of empanelment term. Empanelment documents may be destroyed.
(2) Minutes of grand jury votes	1	From date of minutes. Minutes may be destroyed.
(3) Court reporter notes (a) Where a no true bill issued	10	From date of proceeding. These notes normally will not have been transcribed, since in these matters no

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Type of Record	Retain (Yrs)	Remarks
		indictment is issued.
(b) Where a true bill is issued	-	See section 2, Official Court Records (below). Court reporter notes must be transcribed in any grand jury proceeding from which an indictment is issued pursuant to A.R.S. § 21-411 and Rule 12.8(c), Rules of Criminal Procedure.
(4) No true bill/admonitions/readings/dismissed/ miscellaneous documents	1	From date of document or dismissal. Document may be destroyed.
f. Miscellaneous Filings		
(1) Administrative orders (relocate to Court Administration section)	10	<p>From date of issue. Provide copy to the current presiding judge for evaluation and re-issue, if contents of order are still valid.</p> <p>Transfer original or microfilm of these records to ASLAPR for permanent retention. (See section 6.d. Presiding Judge business papers, below)</p>
(2) <u>Administrative Reviews (Rule 123)</u>	-	<u>Destroy after reference value served – after denial of request is upheld by the presiding judge and time limitations for filing special action has passed, or after review and judgment on the special action filed with the Court of Appeals.</u>
(2) Landmark cases	Permanent	<p>See subsection F, Historically Significant and Landmark Cases.</p> <p>Case file shall be maintained intact, if not already purged at time of designation.</p> <p>Microfilming is allowed, but original paper file shall be transferred to ASLAPR, if</p>

ARIZONA SUPREME COURT
Records Retention and Disposition Schedule
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Type of Record	Retain (Yrs)	Remarks
		available, at end of retention period applicable to the case type.
(3) Historically Significant Cases	Permanent	See subsection F, Historically Significant and Landmark Cases. Case file shall be maintained intact, if not already purged at time of designation. Microfilming is allowed, but original paper file should be transferred to ASLAPR if available, at end of retention period applicable to the case type.
(4) "Sealed by Order of the Court" records	-	Retain and dispose in accordance with applicable case type.
(5) Special Warrants		
- Confidential Wire Taps <u>– to include motions, orders, and minute entries</u>	1	Retention period begins following year filed. Return to prosecutor <u>or other responsible agency</u> . Confidential. See A.R.S. § 13-3918.
- Pen Registers	1	Retention period begins following year filed. Return to prosecutor or other responsible agency.
(6) Other (- Search Warrants, Trap and Trace, Handwriting Exemplars) <u>(6) Other (Miscellaneous filings, orders, and minute entries)</u> <u>(7) Redaction Personal Information</u>	6 months ¹ <u>1</u> <u>5</u>	Retention period begins following date ^{year} filed. See A.R.S. § 13-3918. <u>Return to prosecutor or other responsible agency.</u> <u>Retention begins following year filed.</u> <u>Retention period begins following the year filed.</u>
2. OFFICIAL COURT RECORD (including electronic recordings of proceedings)		
a. Criminal -- non-capital cases. These records include all verbatim records of		In cases where defendant is tried in absentia or where defendant fails to appear for

ARIZONA SUPREME COURT
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Type of Record	Retain (Yrs)	Remarks
proceedings held in a non-capital criminal case including grand jury, writs of habeas corpus and all other criminal matters.		sentencing, court reporter notes must be transcribed.
(1) Court reporters' notes (paper or electronic)	10	The retention period begins after the date notes taken.
(2) Other electronic recordings of proceedings	10	After the date proceeding recorded.
b. Criminal – capital cases. These records include all verbatim records of proceedings held in a capital case, including grand jury and writs of habeas corpus		
(1) Court reporters' notes (paper or electronic)	50	The retention period begins after the date of sentencing.
(2) Other electronic recordings of proceedings	50	After the date of sentencing.
c. Juvenile (confidential, A.R.S. § 8-120)		
(1) Court reporters' notes (paper or electronic)	10	After the date notes taken.
(2) Other electronic recordings of proceedings	10	After the date proceeding recorded.
d. Non-criminal		
(1) Court reporters' notes (paper or electronic)	5	After the date notes taken.
(2) Other electronic recordings of proceedings	5	After the date proceeding recorded. Rule 43(k), Rules of Civil Procedure, or local rule, whichever retention period is shorter.
3. EXHIBITS		
a. Civil (includes domestic relations, probate, mental health, arbitration and other civil case types)	-	Following dismissal, disposition or final appellate ruling. Retain, return, or destroy in accordance with

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Type of Record	Retain (Yrs)	Remarks
		court order.
- With ordered disposition	-	After satisfaction of court order.
- Without ordered disposition	30 days	After mailing notice to responsible parties to claim evidence. (Case must be 30 days post-adjudication and not on appeal.) Rule 94(h), Rules of the Supreme Court.
b. Criminal		
- With ordered disposition	-	After satisfaction of court order.
- Without ordered disposition	-	After satisfying Rule 28.1, Rules of Criminal Procedure.
<u>c. Grand Jury</u>	-	<u>Release back to prosecutor or responsible agency after the return.</u>
<u>d. Capital cases</u>	-	<u>Arrange for transfer to State Archives and/or seizing agency upon execution or natural death.</u>
<u>e. Landmark/Historically Significant</u>	-	<u>Upon court order/designation, transfer exhibits to State Archives in accordance with Criminal Rule 28 and Local Rule.</u>
<u>f. Lower Court</u>	-	<u>Exhibits offered/received in evidence in Superior Court are processed in accordance with Criminal Rule 28 and Local Rule.</u>
4. RECORDS CREATED OR RECEIVED BY CLERK'S OFFICE		
a. Bail Bondsmen affidavits	3	After termination of privileges pursuant to Rule 7.1(f), Rules of Criminal Procedure.
b. Dockets and computerized records created in compliance with Rules 94(c) and 94(g), Rules of the Supreme Court	-	After reference value served.

ARIZONA SUPREME COURT
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Type of Record	Retain (Yrs)	Remarks
- Indices or dockets and registers of action (if used as indices)	Permanent	
c. Correspondence concerning copies of records and information	-	After reference value served.
d. Criminal or civil cash bonds	3	After exonerated.
e. Fingerprint cards (administrative purposes)	-	Return to prosecutor or other responsible agency.
f. Marriage affidavits	Permanent	Destroy after microfilming.
g. Marriage licenses/certificates	Permanent	Destroy or mail to couple after microfilming.
h. Notary affidavit applications and bonds	-	After expired.
i. Powers of attorney to write bonds	-	After expired or revoked.
j. Process server applications	4	After expired or new application received.
k. Process server investigations/ sanctions	4	After completion.
l. Public officials financial disclosure statements	3	After filed. Refer to A.R.S. §§ 38-541 through -545.
m. Wills filed in accordance with A.R.S. § 14-2901(Laws 1973), repealed 1984 (relocated to Probate section)	90	From the date of the will's creation.
<u>m. Nursing subpoenas</u>	-	<u>After reference value served.</u>
<u>n. Returned mail</u>	<u>1</u>	
5. COURT FINANCIAL RECORDS (original and electronic records)		
a. Banking records – All	3	After fiscal year prepared or received.
b. Cash books and supporting records for non-bond accounts (includes receipts and	3	After fiscal year prepared or received.

ARIZONA SUPREME COURT
Records Retention and Disposition Schedule
FOR USE BY SUPERIOR COURT

Type of Record	Retain (Yrs)	Remarks
distribution recordings)		
c. Cash books and receipts for bond trust accounts	5	After fiscal year prepared or received.
d. Child support payment records	5	After fiscal year of payment and satisfaction of arrearages.
e. Child support enforcement (including IV-D cases)		
- Computer program conversion data	3	After fiscal year conversion of hardware and software completed. 45 C.R.F. § 74.53
- Individual computerized files	3	After fiscal year of payment and satisfaction of arrearages. 45 C.F.R. § 74.53
f. Court payment orders (visiting judges, court reporters, law library, attorney fees, etc.)	3	After fiscal year paid.
g. Expense accounting records	3	After fiscal year paid.
h. Financial summary reports		
- Budget – operational	3	After fiscal year prepared.
- Monthly budget reports	3	After fiscal year prepared.
- Quarterly or annual reports	5	After fiscal year prepared. Evaluate for further retention.
- Other financial reports	3	After fiscal year prepared.
i. Journal entries for restitutions, fines and reimbursements	3	After fiscal year of payment and satisfaction.
j. Juror vouchers	3	After fiscal year prepared.
k. Minimum accounting standards reports	3	After prepared.
6. COURT ADMINISTRATION		
a. Calendars	-	After reference value served.
b. Records of visiting judges	3	After fiscal year prepared.
c. Court visitor (investigator) files	10	After prepared. Reference A.R.S. § 14-5303

ARIZONA SUPREME COURT
Records Retention and Disposition Schedule
FOR USE BY SUPERIOR COURT

Type of Record	Retain (Yrs)	Remarks
<p>d. Former Chief Presiding Judge business papers. This records series consists of records generated by presiding judges to provide guidance, direction and/or general information related to the administration or non-case related business operations of the court. Business papers include general correspondence and administrative orders.</p> <hr/> <p>e. <u>Administrative Orders</u></p>	<p style="text-align: center;">-</p> <hr/> <p style="text-align: center;"><u>10</u></p>	<p>After satisfaction of term. Arrange transfer to ASLAPR.</p> <p>These records may be sent to ASLAPR at the discretion of the presiding judge, clerk of court, or court administrator.</p> <hr/> <p><u>From date of issue. Provide copy to the current presiding judge for evaluation and re-issue, if contents of order are still valid.</u></p> <p><u>Transfer original or microfilm of these records to ASLAPR for permanent retention. (See section 6.d. Presiding Judge business papers, below)</u></p>
7. ADMINISTRATIVE RECORDS		
a. General correspondence	-	After reference value served.
b. Employee time sheets (official copies at county finance)	-	After reference value served.
c. Statistical reports	5	After prepared. Evaluate for further retention.
8. JURY COMMISSIONER RECORDS		
a. Master jury list	-	Destroy after new list created in accordance A.R.S. § 21-301.
b. Master jury file	-	Destroy after new list created. Reference A.R.S. § 21-312.
c. Juror questionnaires	90 days	After receipt. Ref. A.R.S. § 21-314(B).
d. Other juror lists (panels, pools, and other records)		
- Juror records containing financial	3 years	After fiscal year prepared.

ARIZONA SUPREME COURT
Records Retention and Disposition Schedule
FOR USE BY SUPERIOR COURT

Type of Record	Retain (Yrs)	Remarks
information		
- Non-financial juror records	-	After reference value served.
9. COJET RECORDS	As required by COJET	Reference Administrative Guidelines for Judicial Education in Arizona.
10. HUMAN RESOURCE RECORDS		
a. Applicant medical certification form	5	After termination for employees, or 2 years from date of application for non-employees.
b. Background investigations	5	After termination.
c. Classification/re-class of positions	3	After request is acted on.
d. Criminal history background checks		
- No finding	6 mos.	After fiscal year prepared.
- Finding	1	After fiscal year prepared.
e. EEOC-4 including background information	2	After prepared.
f. Employee medical files/ exposure records and pre-employment physicals	30	After termination (20 C.F.R. § 1910.20). These records must be retained separately from the employee personnel file.
g. Official employee personnel files	5	After termination.
h. Employee supervisor files	6 mos.	After termination/transfer.
i. Employment eligibility verification form I-9 (proof of legal residency in U.S.A.)	3	After employee termination but not less than 3 yrs after date of hire (8 C.F.R. § 274a.2).
j. Grievance/appeals and supporting documentation	3	After resolution.
k. Hiring documents, including application, selection promotion and interview records	2	After calendar year received or prepared (29 C.F.R. § 1602.31).
l. Judicial certifications	3	After filed.
m. Layoff/reduction in force (RIF) documents, including computation documents and recap summary)	5	After layoff or RIF is complete.

ARIZONA SUPREME COURT
Records Retention and Disposition Schedule
FOR USE BY SUPERIOR COURT

Type of Record	Retain (Yrs)	Remarks
n. Occupational safety and health records, including workers' compensation accident reports and annual summaries	5	After calendar year reported. (29 C.F.R. § 1952.4).
o. Payroll deduction records	3	After fiscal year created.
p. Position descriptions	3	After superseded or abolished.
q. Psychological evaluations for applicants	5	After termination for employees, or 2 years from date of application for non-employees.
r. Psychological evaluations for employees who are applying to carry firearms	5	After termination of employment.
11. PRETRIAL SERVICES RECORDS		
Case supervision files	1	After case disposition.
12. ADULT PROBATION RECORDS		
a. Case files	3	After expiration or termination of probation.
b. Intensive Probation Supervision (IPS) financial records	3	After program completion or termination.
c. Progress and activity reports	2	After fiscal year prepared.
d. Work furlough records		
- Case management files	1	After program completion or termination.
- Financial records	3	After program completion or termination.
13. JUVENILE PROBATION RECORDS		
a. Juvenile social files	18 th birthday	Rule 19(A)(2), Rules of Procedure for the Juvenile Court.
b. Juvenile dependency files	18 th birthday	A.R.S. § 8-349 (For court case files see section (1)(c) of this schedule.)
c. Reports and studies		
- Detention	5	After fiscal year prepared.
- Program Services	5	After fiscal year prepared.
- Probation	5	After fiscal year prepared.
- Admin. Services	5	After fiscal year prepared.

ARIZONA SUPREME COURT
Records Retention and Disposition Schedule
FOR USE BY SUPERIOR COURT

Type of Record	Retain (Yrs)	Remarks
- Intake	5	After fiscal year prepared.
- Caseload Printout	5	After calendar year prepared.
d. Juvenile Treatment Services Fund (JTSF) records (checking account with original copy retained by supreme court)	5	After fiscal year prepared.
e. Probation records (working files including psychiatric/psychological evaluations and probation officer reports)		After fiscal year prepared.
- Non-adjudicated juveniles	45 days	After 18th birthday.
- Remanded juveniles	45 days	After 25 th birthday.
- Adjudicated juveniles (without criminal records)	45 days	After 25 th birthday.
- Adjudicated juveniles (with criminal records)	45 days	After ordered by the court per A.R.S. § 8-349.

D. Case File Purge Procedures. This list identifies records that can be removed and destroyed from civil, domestic relations, and criminal case files before microfilming. For other types of case files, the determination of what to retain and what to purge after microfilming is left to the discretion of the local court. Destruction of original records is subject to notification requirements of ASLAPR. The method used to destroy records is at local court discretion, however, confidential and sealed records shall be destroyed by shredding, burning, or other means that will obliterate the records.

CIVIL CASE FILE PURGE LIST

Documents to be Discarded	Documents to be Retained
<p>For the purposes of this purge list, civil cases are defined as case files that are not domestic relations, probate, mental health, tax appeals, criminal, or juvenile.</p> <p>When a civil case is closed, whether by judgment, dismissal or settlement, and all appeals deadlines have passed, the case is “no longer subject to modification,” pursuant to Arizona Supreme Court Rule 94(h),</p>	

CIVIL CASE FILE PURGE LIST

Documents to be Discarded	Documents to be Retained
<p>and is eligible for purging. The documents listed herein can be purged (removed) from the file and destroyed before microfilming the file content.</p> <p>All tagged exhibits must be processed in accordance with the Rules of Civil Procedure.</p>	
AFFIDAVIT	COMPLAINT
☒ Relating to discovery matters	☒ Initial
NOTICE OF:	☒ amended
☒ Appointment of auditor/receiver	SUMMONS
☒ Appearance	ACCEPTANCE AND RETURN OF SERVICE
☒ Appointment of special process server	CROSS CLAIMS
☒ Association of counsel	COUNTER CLAIMS
☒ Change of judge	INTERVENORS
☒ Delinquent briefs	JOINDER OF ADDITIONAL PARTIES
☒ Deposition	INTERPLEADER
☒ Disclosure	AFFIDAVITS
☒ Filing foreign judgment and affidavit	☒ Keep all affidavits except those relating to discovery matters
☒ Filing of reporter=s transcript of evidence	NOTICES
☒ List of witnesses and exhibits	☒ Of appeal
☒ Sheriff=s sale	☒ Of voluntary discovery
☒ Trial date	☒ Of filing of bankruptcy
☒ Witnesses	☒ Of publication
☒ Receipts (unless return of service of process is indicated)	☒ Of seizure of vehicles
☒ Acceptance of offer of judgment	REQUEST/PETITIONS/DEMANDS
☒ Offer of judgment	☒ for writ of assistance and order
☒ Settlement	☒ intervenor
☒ Withdrawal of answer	ANSWERS/RESPONSES
☒ Appointment of guardian ad litem	☒ to complaint, initiating action

CIVIL CASE FILE PURGE LIST

Documents to be Discarded	Documents to be Retained
∅ Dismissal	REPLIES TO COUNTER CLAIMS
MOTIONS FOR:	THIRD PARTY ACTIONS
∅ Accelerated hearing/trial date	STIPULATIONS/CONSENT
∅ Change of venue	∅ of dismissal
∅ Leave to exceed page limitation	∅ keep all judgments and orders even if they are attached to documents that are on the discard list
∅ Pretrial discovery/disclosure	Some examples of judgments and orders follow
∅ Summary judgment	∅ declaratory judgment
∅ Directed verdict	∅ default judgments
∅ New trial	∅ dismissals
∅ Additional disclosure	∅ final order in condemnation
∅ Failure to join party	∅ release of judgment
∅ More definite statement	∅ relief from judgment or order
∅ Reargument	∅ special verdicts
∅ Voir dire examination	∅ findings of fact, conclusions of law
∅ Judgment	∅ judgments against garnishee
∅ Sanctions	∅ in forcible detainer
MOTIONS TO:	∅ arbitration award
∅ Dismiss (i.e., for lack of jurisdiction, insufficiency of process, failure to state claim, etc.)	∅ order for name change
∅ File delayed appeal	∅ judgments
∅ Quash/prevent issuance of subpoena	∅ verdicts
∅ Stay proceedings	∅ order for joinder
∅ Transfer	∅ minute entries that contain the words "ORDER" or "IT IS ORDERED" or similar statements
∅ Waive applicable time limits	WRITS
∅ In limine	RETURN OF
∅ Consolidate	∅ receipts for exhibits or evidence

CIVIL CASE FILE PURGE LIST

Documents to be Discarded	Documents to be Retained
☒ Enlarge time for answer	☒ registered mail receipt cards or letters
☒ Quash warrant/writ	SATISFACTION OF
☒ Withdraw default/default judgment	☒ judgment
☒ Compel discovery	☒ judgment against garnishee
☒ Extended time limits within which to file pre-trial motions	☒ partial satisfaction of amended judgment
☒ Release bond	BOND/DEPOSITS
☒ Set trial	☒ except if there is an indication that the bond is exonerated
☒ Suppress	APPELLATE MANDATE
☒ Vacate conference/hearing	ACCEPTANCE OF SERVICE
☒ Demurrer to complaint	SUPREME COURT MANDATES
☒ Amend complaint	MINUTE ENTRIES THAT INCLUDE COURT ORDERS
☒ Continue	EXHIBITS DISPOSAL PROCEDURES
☒ Exonerate bond	
☒ Strike	
☒ Withdraw counsel	
REQUEST/PETITIONS FOR:	
☒ Jury trial	
☒ Production	
☒ Trial	
☒ Intervenor	
☒ Writ of assistance and order	
☒ Leave to file cross-claim	
☒ Appointment of private process server	
☒ Pre-trial conference	
☒ Transcript	
☒ Admit	
☒ Admission	

CIVIL CASE FILE PURGE LIST

Documents to be Discarded	Documents to be Retained
<input type="checkbox"/> Relief for judgment or order	
APPLICATIONS FOR:	
<input type="checkbox"/> Attorney fees	
<input type="checkbox"/> Certification of interlocutory appeal	
<input type="checkbox"/> Confirmation of arbitration award	
<input type="checkbox"/> Continuing lien on non-exempt earning	
<input type="checkbox"/> Special juries	
<input type="checkbox"/> Supplemental proceeding and order	
<input type="checkbox"/> Garnishment	
ANSWERS/RESPONSES TO:	
<input type="checkbox"/> Demand for early trial date	
<input type="checkbox"/> Motion to continue	
<input type="checkbox"/> Motion to demand jury trial	
<input type="checkbox"/> Motion to extend time to file motions	
<input type="checkbox"/> Motion to file delayed appeal	
<input type="checkbox"/> Motion to preserve evidence	
<input type="checkbox"/> Motion to suppress	
<input type="checkbox"/> Notice of change of judge	
<input type="checkbox"/> Request for production	
<input type="checkbox"/> Motion for sanctions	
<input type="checkbox"/> Motion to dismiss	
<input type="checkbox"/> Application for certification of interlocutory appeal	
<input type="checkbox"/> Garnishment	
<input type="checkbox"/> Interrogatories	
<input type="checkbox"/> Motion for new trial	
REPLIES TO:	
<input type="checkbox"/> Responses to demand early trial date	
<input type="checkbox"/> Responses to motion to demand jury trial	

CIVIL CASE FILE PURGE LIST

Documents to be Discarded	Documents to be Retained
CERTIFICATES:	
☒ Controverting certificates	
☒ Of appointment	
☒ Of readiness	
☒ Of discharge of notice of lis pendens	
STIPULATION/CONSENT:	
☒ Settlement agreement	
☒ To extend time	
☒ For substitution of counsel	
☒ To substitution of parties	
JUDGMENTS/ORDERS:	
☒ Executed or quashed body attachments/civil arrest warrants	
RETURNS:	
☒ Sheriff=s return on execution	
☒ Of writs	
☒ Of sale of personal property under Special Execution and Order of Sale	
BONDS/DEPOSITS:	
☒ Bond attachment	
☒ Exonerated bond	
STATEMENTS OF FACT/BRIEFS:	
☒ Statement of Fact	
☒ Brief schedule	
☒ Briefs	
FINANCIAL RECORDS:	
☒ Bookkeeping record	
☒ Credit memo (e.g., paid answer, appellee fee, cost bond, etc.)	
CLERK OF COURT WORK SHEETS:	

CIVIL CASE FILE PURGE LIST

Documents to be Discarded	Documents to be Retained
(E.g., for arguments, office/pre-trial conference, trials, evidentiary hearings, etc.)	
CORRESPONDENCE:	
(E.g., letters of transmittal, confirmation of dates, rescheduling problems, etc.)	
Depositions	
Disclaimer of Process Server	
Documents	
Impeachment Envelopes and Contents	
Interrogatories	
Medical Records	
Letters/Memoranda	
Proposed Jury Instructions/Prayers	
Statement of Costs and Notice of Taxation of Costs	
Subpoenas	
Transcripts:	
(Except default hearing transcripts)	
Justice Court Docket Page	
Superior Court Appeals Index	
Minute Entries That Are Not Orders:	
(i.e., that do not contain wording Ait is ORDERED . . .")	
Satisfaction of Judgment for Jury Fees	

DOMESTIC RELATIONS CASE FILE PURGE LIST

Domestic Relations cases include Civil Paternity, Dissolutions, Divorce, Domestic Custody, Domestic Relations, Domestic Violence, Reciprocal Divorce, Support Enforcement, and other Unspecified Domestic Relations cases.

Case Disposition Type	Documents to be Retained
(a) Dismissed cases (of all documents except those listed here are eligible for purging)	<ul style="list-style-type: none"> - Initial petition - Final order of dismissal
(b) Domestic Relations cases that did not end in dismissal	Retain file contents intact, do not purge

CRIMINAL CASE FILE PURGE LIST	
Case Disposition Type	Documents to be Retained
(a) Cases ending in acquittal of all defendants or dismissal of all defendants (all documents except those listed here are eligible for purging)	<ul style="list-style-type: none"> - Initiating document (i.e. initial indictment, complaint and information sheets) - Verdict (for acquittals) - Judgment/order or minute entry of dismissal/acquittal
(b) Cases not ending in acquittal or dismissal of all defendants	Retain file contents intact, do not purge

E. Transfer of Records to Arizona State Library, Archives and Public Records.
 Clerks shall comply with the following procedures for transfer of records and exhibits to ASLAPR:

1. Records to be archived. For purposes of this schedule, all superior court records that have a retention period of fifty or more years shall be transferred from the clerk of court to the Archives Division of the Arizona State Library, Archives, and Public Records (ASLAPR) for permanent storage at the end of the retention period. To assist courts with inadequate file storage facilities, ASLAPR will accept records for archiving that are within five years of the end of their retention period.

2. Format of records. Until national standards for the long-term preservation of electronic records are in place, records transferred shall be in either paper or microfilm format. The film negatives of microfilmed records, if available, shall be sent to ASLAPR. If not available, ASLAPR will accept the use/diazo copy. If a film negative is transferred, the clerk may request a copy from ASLAPR in the

event the clerk has retained a use/diazo copy that has become unusable due to physical deterioration. Prior to microfilming and purging paper records, the clerk shall notify the ASLAPR as required by Rule 29(E), Rules of the Supreme Court (“destruction notice”).

3. Indexing and packaging. Each record transfer shall be accompanied by a master index that identifies the cases being transferred by case number, initial caption, filing date, case type, and county. Identification of any historic or landmark cases shall also be noted on the index. The recommended means of packaging records for transfer to ASLAPR is:
 - an acid-free cardboard carton with the following dimensions: 18x15x12, although other types and sizes of cartons will be accepted.
 - records boxed in an upright position with file tabs easily visible.
4. Transfer notice and scheduling delivery. Each time records are transferred for permanent archiving, the record custodian shall complete the “Agreement to Transfer Records” form available on the ASLAPR website. Delivery and transfer of legal custody of records to the ASLAPR shall be done in accordance with processes established by ASLAPR. ASLAPR will charge no fees in connection with pickup, delivery and maintenance of permanently- archived court records.
5. Frequency of transfer. ASLAPR will accept records from the same county up to four times a year.

F. Historically Significant and Landmark Cases. Clerks shall comply with the following procedures for designating and archiving historically significant and landmark cases:

1. Designation of historically significant cases
 - a. Purpose. Certain cases filed in Arizona courts may be identified as historically significant because of the unique legal issue or controversy involved, the prominence of one or more of the parties to the action, or because of other high profile or newsworthy reasons. When there is reason to believe that a case falls into this category, the following procedures shall be observed to ensure these records are maintained for historical purposes, rather than destroyed under the term found in the records retention schedule.
 - b. Procedure for designating an historically significant case. A motion to designate a case as historically significant shall be filed either by a member of the public or on the court’s own motion. The motion shall identify one or more reasons for designating the case as historical.
 - c. Processing and archiving. The motion requesting historical case designation shall be filed prior to the transfer of the case file to ASLAPR. The clerk shall file the original order granting or denying the motion for historical case

designation in the case file. The presiding judge or justice of the peace shall decide the motion. If the motion is granted, the clerk shall transfer the original intact case file, if any, and the microfilm, if any, to ASLAPR for permanent retention in accordance with the applicable schedule. Identification of the case as historically significant shall be prominently noted on the master index transferred along with the case file to the ASLAPR.

2. Designation of landmark cases

a. Identifying landmark cases

- (1) The following factors shall be considered in deciding whether a case is a landmark case:
 - (a) The frequency with which the case has been cited;
 - (b) Whether the case has been designated as historically significant;
 - (c) Whether the case caused a change in policies or laws;
 - (d) Whether the case affected a large portion of the community and was controversial;
 - (e) Whether the case is generally viewed by the community as important;
 - (f) Whether the case involved a famous or notorious individual or was the subject of a well-known book or feature film; and
 - (g) Any other factor considered relevant.
- (2) Any case that has been the subject of a published opinion of the United States Supreme Court shall be designated as a landmark case.

b. Procedure for designating a landmark case.

- (1) The Arizona Historical Records Advisory Board shall designate landmark cases eligible under section (F)(2)(a)(1) in consultation with a committee convened by the Board for this purpose. The committee shall consist of Board members, retired appellate court judges or justices, law professors, historians, or other like persons who have objective, informed views about the long-term significance and effect of eligible published appellate opinions. The committee shall meet periodically to review all published appellate opinions no less than five years and no more than nine years after they are issued to determine which cases should be designated as landmark cases.
- (2) No more than ten years after the opinion was issued, and with the Board's approval, the Director of the Division of Arizona History and Archives shall provide written notice of landmark designation to the clerk of the superior court in the county of origin, the clerk of the appropriate division of the court of appeals, and the clerk of the supreme court who shall apply

the process for landmark case file processing contained in retention and disposition schedules applicable to their respective courts.

- (3) Landmark designation under subsection (1)(B) herein shall be made by the clerk of the superior court in the county of origin.
- c. Processing and archiving. The landmark case designation shall be made prior to the transfer of the case file to the Arizona State Library and Archives. The clerk shall file the original notice of designation in the case file. If the case file has not yet been purged, the clerk shall transfer the original intact case file and microfilm, if any, to the Arizona State Library, Archives and Public Records for permanent retention in accordance with the applicable schedule. Identification of the case as a landmark case shall be prominently noted on the master index transferred along with the case file to the ASLAPR.

Adopted by Administrative Order 2006-29 effective March 21, 2006.