

IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:)	
)	
AMENDING ARIZONA CODE OF)	Administrative Order
JUDICIAL ADMINISTRATION § 4-302:)	<u>No. 2007-83</u>
RECORDS RETENTION AND)	(Affecting Administrative
DISPOSITION)	Order No. 2006-94)
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An amendment to the above captioned section of the Arizona Code of Judicial Administration having come before the Arizona Judicial Council on October 24, 2007, and having been approved and recommended for adoption,

Now, 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 21st day of November, 2007.

RUTH V. MCGREGOR
Chief Justice

ARIZONA CODE OF JUDICIAL ADMINISTRATION
Part 4: Limited Jurisdiction Courts
Chapter 3: Administration
Section 4-302: Records Retention and Disposition

[Added text is shown underlined, deleted text by ~~strikethrough~~]

A. Definitions. [No change]

B. Authority. [No change]

C. Retention and Disposition Schedule. Justice and municipal courts shall retain records according to the following schedule:

ARIZONA SUPREME COURT Records Retention and Disposition Schedule <i>FOR USE BY LIMITED JURISDICTION COURTS</i>			
No.	Record Series	Retention Period	Remarks
1.	CASE RECORDS		
	A. Civil case records		
	i. Civil traffic	1 year	After final adjudication and satisfaction of sanctions.
	ii. Civil traffic defaults	1 year	After satisfaction of sanctions.
	iii. Parking violations (including statute and local ordinance)	6 months	After final adjudication and satisfaction of sanctions.
	iv. Parking defaults	6 months	After satisfaction of sanctions.
	v. Civil other than traffic		
	a. Order of protection, injunction against harassment, and workplace injunction against harassment filings		
	i. Petitions not granted, and orders dismissed	1 year	After denial or dismissal.
	ii. Orders granted	3 years	After expiration of the order.
	b. Local ordinances (other than parking)	1 year	After final adjudication and satisfaction of judgment.

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No.	Record Series	Retention Period	Remarks
	c. Detainers (forcible & special)	5 years	After final judgment.
	d. Small claims	5 years	After final judgment.
	e. Other civil cases	5 years	After final judgment.
	B. Criminal case records		
	i. Felony filings	6 months	After discharge or transmittal to superior court.
	ii. Misdemeanors and criminal traffic	5 years	After final adjudication and completion of sentence.
	a. DUI	7 years	After final adjudication and completion of sentence.
	<u>b. Domestic violence offenses</u>	<u>7 years</u>	<u>After final adjudication and completion of sentence.</u>
	<u>b.c. Petty offenses</u>	1 year	After final adjudication and completion of sentence.
	C. Audio/video/stenographic recordings of court proceedings	6 months	After final adjudication.
	D. Non-filed records	6 months	After created.
	E. Exhibits	90 days	After final adjudication.
2.	ADMINISTRATIVE RECORDS		
	A. Personnel records maintained by the court		As determined by local policy.
	B. COJET records	As required by COJET	Reference Administrative Guidelines for Judicial Education in Arizona – reporting requirements.
	C. Non-financial jury records	90 days	After receipt by the court or expiration of the jury list.
	D. Statistical reports (to supreme court)	1 year	After applicable fiscal year.
	E. Financial court records	3 years	After fiscal year created or received.

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No.	Record Series	Retention Period	Remarks
	F. Administrative records not otherwise specified above, such as citation logs, defensive driving reconciliation logs	1 year	From date prepared.
	G. Search warrants	1 year	From date of return. If not returned, may be destroyed immediately upon expiration.
	H. Administrative orders and directives	Permanent	
	I. Report/certificate of records destruction	Permanent	

D. Extended Retention Policies. [No change]

E. Destruction of Records. [No change]