

FILED
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NOEL K. DESSAINT
CLERK SUPREME COURT
BY *[Signature]*

SUPREME COURT OF ARIZONA

**RECORDS RETENTION AND DISPOSITION SCHEDULES
FOR USE BY JUSTICE COURTS AND MUNICIPAL COURTS**

ADMINISTRATIVE ORDER NO.

91- 12

In accordance with, Supreme Court Rule 79, 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 and purge lists identifying documents to be removed from case files before storage or replication. Now, therefore,

IT IS ORDERED, that the attached records retention schedules and disposition schedules are approved and shall be used in the justice courts and municipal courts pursuant to Supreme Court Rule 79.

DATED this 30th day of April, 1991.

FRANK X. GORDON, JR.
Chief Justice

ARIZONA SUPREME COURT

For Use by Limited Jurisdiction Courts

Records Retention and Disposition Schedule

No.	Records Series	Remarks	Ret'n (Yrs)
1.	<p>COURT FILES</p> <p>a. Civil Traffic Cases</p> <p style="padding-left: 20px;">Cases with Increased Fines for Subsequent Violations (i.e., ARS §§ 28-411, 28-423, 28-1253)</p> <p style="padding-left: 20px;">All Other Civil Traffic Case Categories</p> <p>b. Criminal Traffic and Misdemeanors</p> <p>c. Parking Violations</p> <p style="padding-left: 20px;">Local Code Violation</p> <p style="padding-left: 20px;">ARS Violations (Criminal Traffic and Misdemeanor)</p> <p>d. Domestic Violence Cases</p> <p>e. Non-Traffic Civil Cases</p> <p style="padding-left: 20px;">ARS Violations</p> <p style="padding-left: 20px;">Local Code Violations</p> <p>f. Proceedings and Indices of Traffic and Misdemeanor Cases (Audio Cassettes)</p>	<p>After final adjudication and satisfaction of judgment</p> <p>After final adjudication and satisfaction of judgment.</p> <p>After final adjudication and completion of sentence.</p> <p>After final adjudication and satisfaction of sentence and judgment.</p> <p>After final adjudication and satisfaction of sentence and judgment.</p> <p>After dismissal or expiration of order of protection.</p> <p>After entry of judgment. (Renewal of judgment for individual cases requires continued maintenance of the case file.)</p> <p>After final adjudication and satisfaction of judgment.</p> <p>After Supreme Court Rules of Appellate Procedure - Criminal Rule 2 has been satisfied (6 months after expiration of appeal period).</p>	<p>3</p> <p>1</p> <p>5</p> <p>6 mo.</p> <p>5</p> <p>6 mo.</p> <p>5</p> <p>1</p> <p>1</p>

Supersedes Schedule Approved:
July 1984

Approved by:

Date:

ARIZONA SUPREME COURT

For Use by Limited Jurisdiction Courts

Records Retention and Disposition Schedule

No.	Records Series	Remarks	Ret'n (Yrs)
	g. Preliminary Hearing Cases		
	Misdemeanor Plea is Accepted	After final adjudication and completion of sentence.	3
	Felony	After discharged or held for trial in Superior Court.	5
	h. Probation Reports (if separate from court case file)	After latest report received or sentence satisfied.	1
2.	ADMINISTRATIVE RECORDS OF THE COURT		
	a. Docket Records (When a docket "book" format is used, all entries must satisfy the retention requirements listed.)		
	Civil (non-traffic)	After entry of judgment. (Renewal of judgment for individual cases requires continued maintenance of supporting docket information.)	5
	Criminal and Civil Traffic	After default or final satisfaction of judgment and sentence.	5
	Other Case Types	After final satisfaction of judgment and sentence.	5
	b. Scheduling Calendars and Working Files	After reference value served.	-
	c. Physical Evidence Records	After disposition of evidence.	1
	d. Employee Listings (Non-record)	After latest report received.	1 mo.
	e. Correspondence	After calendar year prepared.	3
	f. Jury Lists	After service completed	3
	g. Statistical Reports (To Arizona Supreme Court)	After fiscal year prepared.	5

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No.	Records Series	Remarks	Ret'n (Yrs)
	h. Warrants	After served or canceled. (Warrants will be canceled if not served within three years for non-DUI cases and five years for DUI cases.)	-
	i. Court Financial Records		
	Bank Statements, Reconciliations, Canceled Checks, Check Stubs	After fiscal year created or received.	3
	Cash Receipts, Cash Books and Other Revenue Records	After fiscal year created or received.	3
	Financial/Budgetary Reports	After fiscal year created or received.	3
	Time Payment Records	After fiscal year of final payment.	3

Supersedes Schedule Approved:

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