

FILED

MAY - 6 1991

NOEL K. DESSAINT
CLERK SUPREME COURT

BY *[Signature]*

SUPREME COURT OF ARIZONA

RETENTION SCHEDULES, DISPOSITION SCHEDULES, AND PURGE LISTS
FOR USE BY THE SUPERIOR COURT

REVISED ADMINISTRATIVE ORDER NO.
91- 13

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, disposition schedules and purge lists are approved and shall be used by the Superior Court pursuant to Supreme Court Rule 79.

DATED this 6th day of May, 1991.

FRANK X. GORDON, JR.
Chief Justice

FILED
APR 30 1991
NOEL K. DESSAINT
CLERK SUPREME COURT
BY *[Signature]*

SUPREME COURT OF ARIZONA

RECORDS RETENTION SCHEDULES, DISPOSITION SCHEDULES, AND PURGE LISTS
FOR USE BY THE SUPERIOR COURT

ADMINISTRATIVE ORDER NO.
91- 13

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, disposition schedules, and purge lists 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 Superior Court

Records Retention and Disposition Schedule

No.	Records Series	Remarks	Ret'n (Yrs)
1.	<p>COURT FILES</p> <p>a. CIVIL</p> <p>►Domestic Relations Cases <i>(Includes Civil Paternity, Dissolutions, Domestic Custody, Domestic Relations, Domestic Violence, Reciprocal Divorce, Support Enforcement, and Other Unspecified Domestic Relations Case Categories)</i></p> <p style="padding-left: 40px;">Dismissed Cases</p> <p style="padding-left: 40px;">All Other Domestic Relations Cases</p> <p>►Mental Health</p> <p>►Probate</p> <p style="padding-left: 40px;"><i>Probate Vouchers & Receipts</i></p> <p>►Water Rights</p>	<p>After purging in accordance with Administrative Order. ARCP 79(g) allows the destruction of original permanent records after purging and microfilming.</p> <p>Not Authorized for Purging. ARCP 79(g) allows the destruction of original permanent records after microfilming.</p> <p>Not Authorized for Purging. ARCP 79(g) allows the destruction of original permanent records after microfilming.</p> <p>Not Authorized for Purging. ARCP 79(g) allows the destruction of original permanent records after microfilming.</p> <p>After FY received, ARCP 79(g). Discard without microfilming.</p> <p>Not Authorized for Purging. ARCP 79(g) allows the destruction of original permanent records after microfilming.</p>	<p>Perm</p> <p>Perm</p> <p>Perm</p> <p>Perm</p> <p>5</p> <p>Perm</p>

ARIZONA SUPREME COURT

For Use by Superior Court

Records Retention and Disposition Schedule

No.	Records Series	Remarks	Ret'n (Yrs)
2.	COURT REPORTERS' NOTES a. Criminal b. Grand Jury (Confidential, ARS § 13-2812) c. Juvenile (Confidential, ARS § 8-120) d. Non-criminal e. Writs Habeas Corpus	After prepared [AzRCrP Rule 28.1(c)] After prepared After prepared, ARCP 43(k) or Local Rule, whichever retention period is shorter. AzRCrP 28.1(d)	Perm Perm 10 10 Perm
3.	EXHIBITS a. Civil (Includes Domestic Relations, Probate, Mental Health, Arbitration and other Civil case types) With Ordered Disposition Without Ordered Disposition b. Criminal With Ordered Disposition Without Ordered Disposition	After satisfaction of court order After mailing notice to responsible party(ies) to claim evidence. (Case must be 90 days post-adjudication and not on appeal.) After satisfaction of court order After satisfying AzRCrP 28.1	- 60 days - -

Supersedes Schedule Approved: **July 1984** Approved by: _____ Date: _____

ARIZONA SUPREME COURT

For Use by Superior Court

Records Retention and Disposition Schedule

No.	Records Series	Remarks	Ret'n (Yrs)
4.	RECORDS CREATED OR RECEIVED BY CLERK'S OFFICE Bail Bondsmen Affidavits Dockets, Indices & Computerized Records [to Satisfy ARCP Rule 79(a)&(f)] Correspondence Concerning Copies of Records & Information Criminal or Civil Cash Bonds Marriage Affidavits Marriage Licenses Matters to be Recorded [ARCP 79(d)] Notary Affidavit Applications and Bonds Powers of Attorney to Write Bonds Process Server Applications Public Officials Financial Disclosure Statements Wills Filed in Accordance with ARS § 14-2901, Repealed 1984 a. Wills Requested by Interested Parties b. All Other Wills	After termination of privileges After reference value served (Indices are permanent) After FY prepared or received After exonerated Destroy after microfilming Destroy or mail to couple after microfilming After reference value served After FY expired After FY expired After FY expired After term of official has ended After satisfaction of ARS § 14-2902 Confidential per ARS § 14-2901	3 - - 3 Perm Perm - 3 3 3 3 - Perm

Supreme Court Schedule Approved:

Approved by:

Date:

July 1984

ARIZONA SUPREME COURT

For Use by Superior Court

Records Retention and Disposition Schedule

No.	Records Series	Remarks	Ret'n (Yrs)
	<p>►All Other Civil Case Types <i>(Includes Administrative Review, Civil Traffic or Non-Traffic Appeal, Contract, Declaratory Judgment, DES Instant Judgment, Eminent Domain, Forcible Detainer, Foreign Judgment, Habeas Corpus, Harassment, Malpractice, Name Change, Quiet Title, Restoration of Civil Rights, Seized Vehicle, Special Action Appeal, Tax Appeal, Tort, Transcript of Judgment, or Other Unspecified Non-Domestic Relations Civil Case Categories)</i></p>	<p>After Purging in Accordance with Administrative Order. ARCP 79(g) allows the destruction of original permanent records after purging and microfilming</p>	Perm
	<p>b. CRIMINAL</p> <p>Dismissed and/or Acquitted Cases</p> <p>All Other Criminal Cases</p>	<p>After Purging in Accordance with Administrative Order. AzRCrP 28.1 allows destruction of original permanent records after purging and microfilming.</p> <p>Not Authorized for Purging. AzRCrP 28.1 allows destruction of original permanent records after microfilming.</p>	Perm Perm
	<p>c. JUVENILE (Confidential, ARS §§ 8-120 & 8-121)</p> <p>Appeals</p> <p>Copies of JP or Municipal Court Files</p> <p>Delinquencies</p> <p>Juvenile Traffic and Other Violations</p> <p>Other (Includes Abortion, Adoptions, Custody, Dependencias, Indian, Miscellaneous Orders & Documents, Out-of-state Custody Registry, and Other Unspecified Juvenile Cases)</p>	<p>After satisfaction of Rules of Procedure, Juvenile Appeals, Rule 28(4)h</p> <p>After reference value served</p> <p>After satisfaction of ARS § 8-247</p> <p>After child reaches age 19 (not microfilmed)</p> <p>Not Authorized for Purging. The juvenile court may order the destruction of these cases.</p>	- - - - Perm

ARIZONA SUPREME COURT

For Use by Superior Court

Records Retention and Disposition Schedule

No.	Records Series	Remarks	Ret'n (Yrs)
	d. LOWER COURT APPEALS - Civil or Criminal		
	Remanded Civil Cases	After satisfaction of Appellate Rules of Superior Court - Civil 11(d)	-
	Remanded Criminal Cases	After satisfaction of Appellate Rules of Superior Court - Criminal 12(b)	-
	Remanded Case Transfer Index (& Associated Remand Minute Orders)		Perm
	All Other Categories	Refer to Appellate Rules for disposition	-
	Photocopies of Remanded Cases	After reference value served	-
	e. GRAND JURY RECORDS (Confidential, ARS § 13-2812)	After court order for destruction or microfilm and destroy	
	f. MISCELLANEOUS FILINGS		
	Administrative Orders & Other Documents Issued by the Court	Microfilm and destroy original	Perm
	Habeas Corpus	Microfilm and destroy original	Perm
	Landmark and Historically Significant Cases ALL CASE TYPES	Retain case file intact and microfilm in accordance with Administrative Order.	Perm
	"Sealed by Order of the Court" records	Purge and/or microfilm in accordance with Administrative Order after satisfying ARCP 79(g) or AzRCrP 28.1. Sealed until opened by court order.	-
	Special Warrants		
	Confidential Wire Taps & Pen Registers	After filing. Confidential, ARS § 13-3011. See also ARS § 13-3918.	10
	Other (Search Warrants, Trap and Trace, Handwriting Exemplaries)	After filing. See also ARS § 13-3918.	10

Supreme Court Schedule Approved:

Approved by:

Date:

July 1984

ARIZONA SUPREME COURT

For Use by Superior Court

Records Retention and Disposition Schedule

No.	Records Series	Remarks	Ret'n (Yrs)
6.	COURT ADMINISTRATION		
	Calendars	After reference value served	-
	Records of Visiting Judges	After FY prepared	3
	Court Visitor Files	After prepared	10
	Former Chief Presiding Judge Business Papers	After satisfaction of term. Arrange transfer to State Archives	-
7.	ADMINISTRATIVE RECORDS		
	General Correspondence	After prepared or received	2
	Employee Time Sheets or payroll sheets (Official copies at County Finance)	After prepared	1
	Statistical Reports	After prepared. Evaluate for further retention	5

Supervisor Schedule Approved:

July 1984

Approved by:

Date:

ARIZONA SUPREME COURT
CASE-FILE PURGE LISTS FOR USE BY
SUPERIOR COURTS

- **CRIMINAL**
- **DOMESTIC RELATIONS**
- **CIVIL**

Prepared August 10, 1990

Discard/Destroy

CRIMINAL CASE FILE PURGE LIST

Documents to be Discarded

All Criminal case files are to be kept intact except that the following files can be purged.

Criminal cases that result in acquittal for all defendants.

Criminal cases in which all defendants are dismissed.

All documents in the dismissed or acquitted files are to be discarded except the initiating document (i.e., initial indictment, complaint and information sheets), the verdict (for acquittals), and the judgment/order or minute entry of dismissal/acquittal.

Discard/Destroy

DOMESTIC RELATIONS CASE FILE PURGE LIST

Documents to be Discarded

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

Only dismissed Divorce and Domestic Relations cases that are dismissed are subject to this purge requirement.

When a Domestic Relations case is formally dismissed all documents are to be removed from the file and discarded, except the initial petition and final order of dismissal.

**ALL CASE FILES THAT ARE NOT DISMISSED MUST BE
RETAINED WITHOUT PURGING.**

CIVIL CASE-FILE PURGE LIST

Documents to be Discarded

Civil cases are defined for this list as case files that are not domestic relations, probate, mental health or tax appeals.

When a civil case is closed, whether by judgment, dismissal or settlement; and all appeals deadlines have passed, the documents listed on the following pages, must be purged (removed) from the file and destroyed prior to microfilming the file content.

Please refer to Rules of Civil Procedure, Rule 79 (g), Arizona Rules of Court for guidance on determining when a civil case file is no longer subject to modification.

All tagged exhibits must be processed in accordance with Arizona Rules of Civil Procedure.

Exceptions to this purge list may be made in a few cases if the Court determines that some or all of the documents in any case-file should be protected from purging. Exceptions might include the very few landmark cases or cases which might have historical value.

CIVIL PURGE LIST

Documents to be Discarded

AFFIDAVIT

- ◆ relating to discovery matters

NOTICE OF

- ◆ appointment of auditor/receiver
- ◆ appearance
- ◆ appointment of special process server
- ◆ association of counsel
- ◆ change of judge
- ◆ delinquent briefs
- ◆ depositions
- ◆ disclosure
- ◆ filing foreign judgment and affidavit
- ◆ filing of reporter's transcript of evidence
- ◆ list of witnesses and exhibits
- ◆ sheriff's sale
- ◆ trial date
- ◆ witnesses
- ◆ precepts (unless return of service of process is indicated)
- ◆ acceptance of offer of judgment
- ◆ offer of judgment
- ◆ settlement
- ◆ withdrawal of answer
- ◆ appointment of guardian ad litem
- ◆ dismissal

Discard/Destroy

MOTIONS FOR

- ◆ accelerated hearing/trial date
- ◆ additional disclosure
- ◆ change of venue
- ◆ failure to join party
- ◆ leave to exceed page limitations
- ◆ more definite statement
- ◆ pretrial discovery/disclosure
- ◆ reargument
- ◆ summary judgment
- ◆ voir dire examination
- ◆ directed verdict
- ◆ judgment
- ◆ new trial
- ◆ sanctions

Discard/Destroy

MOTIONS TO

- ◆ compel discovery
- ◆ dismiss (i.e., for lack of jurisdiction, insufficiency of process, failure to state claim, etc)
- ◆ extend time limits within which to file pre-trial motions
- ◆ file delayed appeal
- ◆ release bond
- ◆ quash/prevent issuance of subpoena
- ◆ set trial
- ◆ stay proceedings
- ◆ suppress
- ◆ transfer
- ◆ vacate conference/hearing
- ◆ waive applicable time limits
- ◆ demurrer to complaint
- ◆ in limine
- ◆ amend complaint
- ◆ consolidate
- ◆ continue
- ◆ enlarge time for answer
- ◆ exonerate bond
- ◆ quash warrant/writ
- ◆ strike
- ◆ withdraw default/default judgment
- ◆ withdraw counsel

REQUESTS/PETITIONS/DEMANDS FOR

- ♦ **appointment of private process server**
- ♦ **jury trial**
- ♦ **pre-trial conference**
- ♦ **production**
- ♦ **transcript**
- ♦ **trial**
- ♦ **writ of assistance and order**
- ♦ **admit**
- ♦ **intervenor**
- ♦ **admission**
- ♦ **leave to file cross-claim**
- ♦ **relief for judgment or order**

APPLICATIONS FOR

- ♦ **attorney fees**
- ♦ **certification of interlocutory appeal**
- ♦ **confirmation of arbitration award**
- ♦ **continuing lien on non-exempt earnings**
- ♦ **special juries**
- ♦ **supplemental proceeding and order**
- ♦ **garnishment**

Discard/Destroy

ANSWERS/RESPONSES TO

- ◆ demand for early trial date
- ◆ motion to continue
- ◆ motion to demand jury trial
- ◆ motion to extend time to file motions
- ◆ motion to file delayed appeal
- ◆ motion to preserve evidence
- ◆ motion to suppress
- ◆ notice of change of judge
- ◆ request for production
- ◆ motion for sanctions
- ◆ motion to dismiss
- ◆ application for certification of interlocutory appeal
- ◆ garnishment
- ◆ interrogatories
- ◆ motion for new trial

REPLIES TO

- ◆ response to demand early trial date
- ◆ response to motion to demand jury trial

CERTIFICATES

- ◆ controverting certificate
- ◆ of appointment
- ◆ of readiness
- ◆ of discharge of notice of lis pendens

Discard/Destroy

STIPULATIONS/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

Discard/Destroy

FINANCIAL RECORDS

- ♦ bookkeeping record
- ♦ credit memo (e.g., paid answer, appellee fee, cost bond. etc)

CLERK OF COURT WORK SHEETS

- ♦ (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

DUPLICATE DOCUMENTS

IMPEACHMENT ENVELOPES AND CONTENTS

INTERROGATORIES

Discard/Destroy

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 " IT IS ORDERED. . .")

SATISFACTIONS OF JUDGEMENT FOR JURY FEES

Discard/Destroy

ARIZONA SUPREME COURT

**CASE-FILE DOCUMENT RETENTION LISTS
FOR USE BY SUPERIOR COURTS**

- **CRIMINAL**
- **DOMESTIC RELATIONS**
- **CIVIL**

Discard/Destroy

Prepared 9/13/90

CRIMINAL CASE FILES

Documents to be Retained

All Criminal case files are to be kept intact except that the following files can be purged.

Criminal cases that result in acquittal for all defendants.

Criminal cases in which all defendants are dismissed.

All documents in the dismissed or acquitted files are to be discarded except the initiating document (i.e., initial indictment, complaint and information sheets), the verdict (for acquittals), and the judgment/order or minute entry of dismissal/acquittal.

DOMESTIC RELATIONS CASE FILES

Documents to be Retained

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

Only dismissed Divorce and Domestic Relations cases that are dismissed are subject to this purge requirement.

When a Domestic Relations case is formally dismissed all documents are to be removed from the file and discarded, except the initial petition and final order of dismissal.

- ◆ keep the initial document and the dismissal order for all cases that end in dismissal only.
- ◆ keep 100% of all case files that end in a decree of dissolution, or other court order and judgment, except for dismissed cases. For the dismissed cases, refer to the discard list.

**ALL CASE FILES THAT ARE NOT DISMISSED MUST BE
RETAINED WITHOUT PURGING.**

CIVIL CASE-FILES

Documents to be Retained

When a Civil case is closed, whether by judgment, dismissal or settlement, and all appeal deadlines have passed, the documents listed below are the minimum that must be retained in the case file when it is prepared for filming.

The Civil case file purge list shows the documents that must be discarded before the file is microfilmed for permanent preservation.

All tagged exhibits entered into a case must be processed in accordance with Arizona Rules of Civil Procedure.

CIVIL CASE DOCUMENTS TO BE RETAINED

COMPLAINTS

- ◆ **initial**
- ◆ **amended**

SUMMONS

ACCEPTANCE AND RETURN OF SERVICE

CROSS CLAIMS

COUNTER CLAIMS

INTERVENORS

JOINDER OF ADDITIONAL PARTIES

INTERPLEADER

AFFIDAVITS

- ◆ **keep all affidavits except those relating to discovery matters**

NOTICES

- ◆ of appeal
- ◆ of voluntary discovery
- ◆ of filing bankruptcy
- ◆ of publication
- ◆ of seizure of vehicles

REQUESTS/PETITIONS/DEMANDS

- ◆ for writ of assistance and order
- ◆ intervenor

ANSWERS/RESPONSES

- ◆ to complaint, initiating action

REPLIES TO COUNTER CLAIMS

THIRD PARTY ACTIONS

STIPULATIONS/CONSENT

- ◆ of dismissal

JUDGMENTS/ORDERS

- ◆ keep all judgments and orders even if they are attached to documents that are on the discard list.

Some examples of judgments and orders follow:

- ◆ declaratory judgment
- ◆ default judgments
- ◆ dismissals
- ◆ final order in condemnation
- ◆ release of judgment
- ◆ relief from judgment or order
- ◆ special verdicts
- ◆ findings of fact, conclusions of law
- ◆ judgment against garnishee
- ◆ in forcible detainer
- ◆ arbitration award
- ◆ order for name change
- ◆ judgments
- ◆ verdicts
- ◆ order for joinder
- ◆ minute entries that contain the words **ORDER** or **IT IS ORDERED** or similar statements

WRITS

RETURNS OF

- ◆ receipts for exhibits or evidence
- ◆ registered mail receipt cards or letters

SATISFACTIONS OF

- ◆ judgment
- ◆ judgment against garnishee
- ◆ partial satisfaction of amended judgment

BONDS/DEPOSITS

- ◆ except if there is an indication that the bond is exonerated

APPELLATE MANDATE

ACCEPTANCE OF SERVICE

SUPREME COURT MANDATES

MINUTE ENTRIES THAT INCLUDE COURT ORDERS

EXHIBITS DISPOSAL PROCEDURES