

**FILED**

DEC - 6 1991

NOEL K. DESSAI, T  
CLERK SUPREME COURT  
BY *[Signature]*

SUPREME COURT OF ARIZONA

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

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ADMINISTRATIVE ORDER NO.

91- 39

In accordance with Rule 29, Rules of the Supreme Court, 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 Supreme Court pursuant to Rule 29, Rules of the Supreme Court.

DATED this 6th day of December, 1991.

FRANK X. GORDON, JR.  
Chief Justice

**ARIZONA SUPREME COURT**  
**RECORDS RETENTION AND DISPOSITION SCHEDULE**

**NO.**

**RECORD SERIES**

1. Appellate Litigation - Original Supreme Court case files, original documents, original transcripts and original exhibits after purging, court calendars, oral argument calendars and agenda schedules related to cases.

**RETENTION**

10 years from date of last filed document except affirmed death penalty cases which shall be retained until execution of sentence.

**REMARKS**

Permanent, but destruction permitted after completion of image and/or electronic reproduction and ten years after date of last filed document. See also purge schedule.

**RECORD SERIES**

2. Appellate Litigation - Court minutes, dockets and original opinions, memorandum decisions and orders.

**RETENTION**

Permanent

**REMARKS**

RECORD SERIES

3. Appellate Litigation - The record on appeal to the appellate court including both certified and uncertified copies transmitted by Superior Court, or other entity, of papers, exhibits, minute entries or other objects may be returned with the mandate or destroyed. Original reporter transcripts should be returned to the trial court including grand jury transcripts.

RETENTION

Non-Permanent

REMARKS

See Rule 12(a)(5), Rules of Civil Appellate Procedure and Rule 19(a), Rules of the Supreme Court. Regarding grand jury transcripts, see also A.R.S. §§ 21-411(B), 21-422(A) and 13-2812. Grand jury transcripts should not be imaged or electronically reproduced by outside agencies.

RECORD SERIES

4. All other original orders including administrative orders.

RETENTION

Permanent

REMARKS

RECORD SERIES

5. Financial records such as purchase orders; copy cost receipts; financial reconciliations; pay-in vouchers; grant files unless a different period is required by grantor; administrative/business files maintained by Clerk of Court such as contacts, payroll, procurement, claims processing records and vendor files.

RETENTION

Three Years

REMARKS

RECORD SERIES

6. General and miscellaneous correspondence received not related to a specific case; file copies of outgoing general and miscellaneous correspondence not related to a specific case.

RETENTION

One year

REMARKS

RECORD SERIES

7. Formal monthly, fiscal and annual statistical reports.

RETENTION

Five years

REMARKS

RECORD SERIES

8. COJET continuing education files.

RETENTION

As required by COJET

REMARKS

RECORD SERIES

9. Attorney State Bar documents such as:

- A. Original attorney rolls; admissions by affidavit; admission files including reports, correspondence, recommendations from the Supreme Court's Committees on Examinations and Character and Fitness.

RETENTION

Permanent

REMARKS

B. Court ordered sealed documents.

RETENTION

Permanent

REMARKS

No destruction or microfilming or reproduction unless specifically ordered by a justice of the Arizona Supreme Court.

C. Service of complaint and subpoenas.

RETENTION

Permanent

REMARKS

- D. Copies of certificates of good standing, related memoranda, correspondence and documents.

RETENTION

Three years

REMARKS

- E. Rule 38 certification records, related memoranda, correspondence and documents.

RETENTION

Three years

REMARKS

Permanent, but destruction permitted after completion of image and/or electronic reproduction. See also purge schedule.

- F. Rule 38 waiver records, related memoranda, correspondence and documents.

RETENTION

Three years

REMARKS

Permanent, but destruction permitted after completion of image and/or electronic reproduction. See also purge schedule.

G. Resignations in good standing.

RETENTION

Permanent

REMARKS

H. Rule 40 petition files.

RETENTION

Five years from date of final order.

REMARKS

Permanent, but destruction permitted after completion of image and/or electronic reproduction. See also purge schedule.

I. Rule 39 petition files.

RETENTION

Five years from date of final order.

REMARKS

Permanent, but destruction permitted after completion of image and/or electronic reproduction. See also purge schedule.

- J. Judgment of censure signed by Clerk and documents filed by the State Bar.

RETENTION

Ten years from date of censure.

REMARKS

Permanent, but destruction permitted after completion of image and/or electronic reproduction. See also purge schedule.

- K. Suspensions, disciplinary actions, disability transfers, reinstatements, Petitions for Review, appointments of special examiners.

RETENTION

Permanent

REMARKS

- L. State Bar examination files, formulas for grading and multi-state documents deposited with the Clerk required by Rule 35(b), Rules of the Supreme Court.

RETENTION

Five years

REMARKS

Permanent, but destruction permitted after completion of image and/or electronic reproduction. See also purge schedule.

- M. Lawyer advertising and solicitations required for deposit with the Clerk of the Arizona Supreme Court pursuant to Rule 42, ER 7.3(C), Rules of the Supreme Court.

RETENTION

Five years

REMARKS

Permanent, but destruction permitted after completion of image and/or electronic reproduction. See also purge schedule.

- N. Other documents deposited with the Clerk by the State Bar such as deceased attorney records and local administrative committee files and committee appointments.

RETENTION

Permanent

REMARKS

RECORD SERIES

10. Judicial Conduct Cases

RETENTION

Permanent

REMARKS

RECORD SERIES

11. Water Law Cases

RETENTION

Permanent

REMARKS

RECORD SERIES

12. Other documents filed or deposited in the Clerk's custody not related to appellate litigation nor to other categories listed in this retention schedule.

RETENTION

One year

REMARKS

SUPREME COURT  
PURGE LIST AND SCHEDULES

I. Appellate Litigation Court Case Files

Prior to image or electronic reproduction, the following documents may be purged and discarded from the case file one year after close of the case even though reproduction and various retention periods may not occur until a later date:

1. Copies when original document present.
2. Copies of Superior Court instruments, including index; all Superior Court minute entries unless the entry contains an original judge's signature; Superior Court check lists, Superior Court exhibit list, instrument cover sheets and extraneous folders.
3. All check lists and Clerk's office work sheets.
4. All correspondence unless some particular letter has been entered into the docket or is part of the record.
5. All extraneous memoranda.

6. Exhibits which cannot be reproduced by image or electronic reproduction may be returned to the Superior Court or destroyed 10 years from date of last filed document, unless destroyed earlier pursuant to Rule 24(a)(5), Rules of Civil Appellate Procedure or Rule 19(a), Rules of the Supreme Court.

## II. Attorney/State Bar Documents

Prior to image or electronic reproduction, the following documents may be purged and discarded from the case file one year after close of the case:

1. Copies when original document present.
2. All extraneous covers and folders.
3. All check lists and Clerk's office work sheets.
4. All extraneous memoranda.
5. Exhibits which cannot be reproduced by image or electronic reproduction may be returned to the State Bar or destroyed 10 years from date of last filed document.

III. All other documents that do not require image or electronic reproduction may be purged and destroyed at the conclusion of their retention period.

**FILED**  
DEC - 6 1991  
NOEL K. DESSAINT  
CLERK SUPREME COURT  
BY: [Signature]

SUPREME COURT OF ARIZONA

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**RECORDS RETENTION SCHEDULES, DISPOSITION SCHEDULES, AND PURGE LISTS  
FOR USE BY THE COURT OF APPEALS**

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ADMINISTRATIVE ORDER NO.  
91- 38

In accordance with Rule 29, Rules of the Supreme Court, 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 Court of Appeals pursuant to Rule 29, Rules of the Supreme Court.

DATED this 6th day of December, 1991.

**FRANK X. GORDON, JR.**  
Chief Justice

**COURT OF APPEALS**  
**RECORDS RETENTION AND DISPOSITION SCHEDULE**

NO.

RECORD SERIES

1. Appellate Litigation - Original Court of Appeals case files, original documents after purging, court calendars, oral argument calendars and agenda schedules related to cases.

RETENTION

10 years from date of last filed document and completion of electronic imaging

REMARKS

Permanent, but destruction of paper file permitted after completion of image and/or electronic reproduction, and ten years after date of last filing. See also purge schedule.

RECORD SERIES

2. Court of Appeals Appellate Litigation - Dockets.

RETENTION

Permanent

REMARKS

RECORD SERIES

3. Court of Appeals Appellate Litigation - Original opinions, memorandum decisions and orders.

RETENTION

Included in case files, same retention as case files

REMARKS

Permanent, but destruction of paper file permitted after completion of image and/or electronic reproduction, and ten years after date of last filing. See also purge schedule.

RECORD SERIES

4. Appellate Litigation - The record on appeal to the appellate court including both certified and uncertified copies transmitted by Superior Court, or other entity, of papers, exhibits, minute entries or other objects may be returned with the mandate or destroyed. Original reporter transcripts should be returned to the trial court including grand jury transcripts.

RETENTION

Returned to the Superior Court upon termination/mandate of the case

REMARKS

See Rule 12(a)(5), Rules of Civil Appellate Procedure and Rule 19(a), Rules of the Supreme Court. Regarding grand jury transcripts, see also A.R.S. §§ 21-411(B), 21-422(A) and 13-2812. Grand jury transcripts should not be imaged or electronically reproduced by outside agencies.

RECORD SERIES

5. All other original orders including administrative orders.

RETENTION

Ten years from date of order

REMARKS

Destruction permitted after completion of image and/or electronic reproduction, and ten years from date of order.

RECORD SERIES

6. Financial records such as purchase orders; copy cost receipts; financial reconciliations; pay-in vouchers; grant files unless a different period is required by grantor; administrative/business files maintained by Clerk of Court such as contacts, payroll, procurement, claims processing records and vendor files.

RETENTION

Three Years

REMARKS

RECORD SERIES

7. General and miscellaneous correspondence received not related to a specific case; file copies of outgoing general and miscellaneous correspondence not related to a specific case.

RETENTION

One year

REMARKS

RECORD SERIES

8. Formal monthly, fiscal and annual statistical reports.

RETENTION

Ten years

REMARKS

Permanent, but destruction of paper file permitted after completion of image and/or electronic reproduction, and ten years after date of last filing. See also purge schedule.

RECORD SERIES

9. COJET continuing education files.

RETENTION

As required by COJET

REMARKS

RECORD SERIES

10. Other documents filed or deposited in the Clerk's custody not related to appellate litigation nor to other categories listed in this retention schedule.

RETENTION

One year

REMARKS

**COURT OF APPEALS**  
**PURGE LIST AND SCHEDULES**

**I. Appellate Litigation Court Case Files**

Prior to image or electronic reproduction, the following documents may be purged and discarded from the case file one year after close of the case even though reproduction and various retention periods may not occur until a later date:

1. Copies when original document present.
2. All check lists and Clerk's office work sheets.
3. All correspondence unless some particular letter has been entered into the docket or is part of the record.
4. All extraneous memoranda.

5. Exhibits which cannot be reproduced by image or electronic reproduction may be returned to the Superior Court or destroyed 10 years from date of last filed document, unless destroyed earlier pursuant to Rule 24(a)(5), Rules of Civil Appellate Procedure or Rule 19(a), Rules of the Supreme Court.

II. All other documents that do not require image or electronic reproduction may be purged and destroyed at the conclusion of their retention period.