

IN THE SUPREME COURT OF THE STATE OF ARIZONA

FILED
DEC 16 1999
NOEL K. DESSAINT
CLERK SUPREME COURT
BY

In the Matter of:)
)
RECORDS RETENTION SCHEDULE,) Administrative Order
DISPOSITION SCHEDULES, AND) No. 99- 79
PURGE LISTS FOR USE BY THE) (Replacing Administrative
COURT OF APPEALS) 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.

IT IS FURTHER ORDERED that this order replace Administrative Order No. 91-38 entered on December 6, 1991.

Dated this 16th day of December, 1999.

THOMAS A. ZLAKET
Chief Justice

COURT OF APPEALS
Records Retention and Disposition Schedule
Purge Lists and Schedules

No.	Records Series	Retain	Remarks
1.	Appellate Litigation - Original Court of Appeals case files, original documents after purging, court calendars, oral argument calendars and agenda schedules related to cases.	10 years from date of last filed document and completion of electronic imaging.	Permanent, but destruction of paper file permitted after completion of image and /or electronic reproduction, and ten years after date of last filing. See purge schedule.
2.	Court of Appeals Appellate Litigation - Dockets.	Permanent	
3.	Court of Appeals Appellate Litigation - Original opinions, memorandum decisions and orders disposing of the case.	Included in case files, same retention as case files.	Permanent, but destruction of paper file permitted after completion of image and/or electronic reproduction, and ten years after date of last filing. See purge schedule.
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.	Returned to the Superior Court upon termination/ mandate of the case.	See Rule 24(a)(5), Rules of Civil Appellate Procedure and Rule 31.23(a)(5), Rules of Criminal Procedure. 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.

No.	Records Series	Retain	Remarks
5.	All other original orders including administrative orders.	Ten years from date of order.	Destruction permitted after completion of image and/or electronic reproduction, if required, and ten years from date of order. See purge schedule.
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 contracts, payroll, procurement, claims processing records and vendor files.	Three Years	
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.	One year	
8.	Formal monthly, fiscal and annual statistical reports.	Ten years	Permanent, but destruction of paper file permitted after completion of image and/or electronic reproduction, and ten years after date of last filing. See purge schedule.
9.	COJET continuing education files.	As required by COJET	
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.	One year	

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 31.23(a)(5), Rules of Criminal Procedure.

II. Prior to image or electronic reproduction, the following documents may be purged and discarded from the case file 10 years after close of the case, even though reproduction and various retention periods may not occur until a later date:

1. All briefs.
2. All motions and notices contained on the case clipboard.
3. Orders that do not dispose of the case.

4. Civil appeals docketing statements.
5. The index of record with supporting documents originally transmitted from the Superior Court.

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