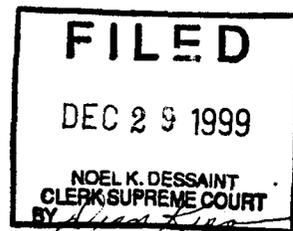


IN THE SUPREME COURT OF THE STATE OF ARIZONA

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In the Matter of: )  
)  
RECORDS RETENTION AND )  
DISPOSITION SCHEDULE FOR )  
USE BY LIMITED JURISDICTION )  
COURTS )  
\_\_\_\_\_ )

Administrative Order  
No. 99- 80  
(Replacing Administrative  
Order No. 91-12)

In accordance with Rule 29(A), 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 and disposition schedule for use by Limited Jurisdiction Courts is approved and shall be used by the Justice Courts and Municipal Courts pursuant to Rule 29, Rules of the Supreme Court.

IT IS FURTHER ORDERED that this order replace Administrative Order No. 91-12 entered on April 30, 1991.

Dated this 29th day of December, 1999.

THOMAS A. ZLAKET  
Chief Justice

**ARIZONA SUPREME COURT**  
**Records Retention and Disposition Schedule**  
*For Use by Limited Jurisdiction Courts*

**FOR PURPOSES OF RETENTION AND DESTRUCTION, COURT RECORDS SERIES LISTED IN THIS SCHEDULE INCLUDES ALL MEDIA, REGARDLESS OF PHYSICAL FORM OR CHARACTERISTIC. THERE SHOULD BE NO DISTINCTION BETWEEN PAPER DOCUMENTS AND "ELECTRONIC DOCUMENTS" SUCH AS MAGNETIC OR OPTICAL RECORDS.**

No.	Records Series	Retain	Remarks
1.	<b>COURT FILES</b>		
	a. Civil Traffic Cases	1 year	After final adjudication and satisfaction of judgment.
	b. Misdemeanors and Criminal Traffic	5 years	After final adjudication and completion of sentence.
	i. Petty Offenses	1 year	After final adjudication and completion of sentence.
	c. Parking Violations	6 months	After final adjudication and payment of any fines.
	d. Orders of Protection and Injunctions Against Harassment	5 years	After dismissal or expiration of the order.
	e. Recordings of court proceedings, unless otherwise covered by this schedule	6 months	After satisfying Rule 2B Superior Court Rules of Appellate Procedure - Criminal. (6 months after expiration of appeal period.)
	f. Preliminary Hearing Cases		
	i. Misdemeanor Plea is Accepted	5 years	After final adjudication and completion of sentence.
	ii. Felony	6 months	After discharged or transmitted for trial to Superior Court.
	g. All other civil cases including small claims, forcible detainers, local ordinances and other civil judgments involving monetary awards	5 years	After adjudication and satisfaction of judgement.
	i. Civil Traffic Defaults	5 years	After final judgment.
	ii. Other civil cases including dismissed cases	1 year	After final adjudication and satisfaction of judgment.
	h. Non-case specific documents, i.e., Initial Appearances, Scratches, etc.	6 months	After created.



**ARIZONA SUPREME COURT**  
**Records Retention and Disposition Schedule**  
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No.	Records Series	Retain	Remarks
	i. Master Jury List	-	After reference value served. Ref. A.R.S. § 21-301.
	ii. Master Jury File	90 days	Ref. A.R.S. § 21-312.
	iii. Juror Questionnaires	90 days	Ref. A.R.S. § 21-314(B).
	iv. Other Juror Lists (Panels, Pools, and other records)		
	a. Records containing financial information	3 years	After fiscal year prepared.
	b. Non-financial Records	1 year	After fiscal year prepared.
	i. Statistical Reports (To Arizona Supreme Court)	1 year	After fiscal year prepared.
	j. Court Financial Records, i.e.,		
	I. Bank Statements, Reconciliations, Canceled Checks, Check Stubs	3 years	After fiscal year created or received.
	ii. Cash Receipts, Cash Books and other revenue records	3 years	After fiscal year created or received.
	iii. Financial/Budgetary Reports	3 years	After fiscal year created or received.
	iv. Payment Records	3 years	After fiscal year of final payment.

**This Records Retention and Disposition Schedule for Limited Jurisdiction Courts is published as a court guide for the length of time records must be kept before they can be destroyed.**

**These retention times are minimums and recognize that in certain circumstances courts may need to keep some records for longer periods. However, it is recommended that courts make an effort to follow this schedule and establish a routine to destroy records as soon possible after retention periods expire. In cases where certain records are kept longer than the times listed, courts should purge files of unneeded material.**

**When records are eligible for destruction, courts should take precautions to protect the privacy of individuals by insuring that appropriate destruction arrangements are made. Acceptable methods of destruction include recycling and shredding.**

**As part of the destruction process courts are required to complete the attached "Certificate of Destruction/Transfer" (DLAPR-RMC-5), forward the original to the Department of Library, Archives & Public Records at the address printed on the form and keep a local copy.**