

ARIZONA CODE OF JUDICIAL ADMINISTRATION
Part 4: Limited Jurisdiction Courts
Chapter 3: Administration
Section 4-302: Records Retention and Disposition Schedule
(new text shown in underline, deletions shown in ~~strike~~through)

A. Definitions. In this section, the following definitions apply:

“Case file” means all documents and other material filed with the clerk in an action or proceeding, either in paper or electronic format, including depositions, transcripts, and case financial records. *Case file* also includes case management system data but does not include illustrative aids or exhibits submitted for use at a hearing or trial.

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B. [No change]

C. Historically Significant and Landmark Cases. Records managers shall comply with the following procedures for designating and transferring cases determined to be historically significant or landmark:

1. Designation of a case as historically significant

a. and b. [No change]

c. Processing and transferring. If the motion is granted, the records manager shall, within 90 days of final disposition, transfer the case, a print-out of the register of actions or docket from the case management system, any exhibits or illustrative aids not previously retrieved or ~~destroyed-disposed of~~, and any microfilm to LAPR for permanent retention. LAPR will accept diagrams, maps, photographs, and any other paper-based materials. LAPR will not accept three dimensional objects, clothing, or security-sensitive exhibits such as weapons, drugs, money, and bio-hazardous materials. Identification of the case as historically significant shall be prominently noted on the print-out of the register of actions or docket from the case management system transferred with the case to LAPR.

2. Designation of a case as landmark

a. and b. [No change]

c. Processing and transferring. When a case has been designated as landmark, the clerk shall file the notice of this designation in the case. The records manager shall immediately transfer the case, a print-out of the register of actions or docket from the case management system, any exhibits or illustrative aids not previously retrieved or ~~destroyed-disposed of~~, and any microfilm to LAPR for permanent retention. LAPR will accept diagrams, maps, photographs, and any other paper-based materials.

LAPR will not accept three dimensional objects, clothing, or security-sensitive exhibits such as weapons, drugs, money, and bio-hazardous materials. Identification of the case as landmark shall be prominently noted on the print-out of the register of actions or docket from the case management system transferred with the case to LAPR.

D. [No change]

E. Retention and Disposition Schedule. Justice and municipal courts shall retain records according to the following schedule:

Record Series 1. through 20. [No change]

Record Series No.	Record Series Title	Retention Period with Court	Retention Period on Arizona Supreme Court and Local Court Public Websites	Retention Period in Case and Document Management Systems
21.	B. Exhibits submitted at trial or hearing in any case type	Upon dismissal, disposition, or final appellate ruling, whichever comes later, and then 60 days after mailing notice to responsible persons to claim all evidence, all unless otherwise ordered by the court	N/A	N/A
	<u>B. Exhibits submitted for use at trial or hearing and illustrative aids, in any case type</u>			
<u>21.</u>	<u>i. Exhibits not offered for admission in evidence</u>	<u>At the conclusion of the trial or hearing unless otherwise ordered by the court</u>	N/A	N/A

Record Series No.	Record Series Title	Retention Period with Court	Retention Period on Arizona Supreme Court and Local Court Public Websites	Retention Period in Case and Document Management Systems
<u>22.</u>	<u>ii.</u> <u>a. Exhibits offered for admission in evidence but not received in evidence;</u> <u>b. Exhibits admitted in evidence; and</u> <u>c. Any illustrative aid used under Ariz. R. Evid. 107.</u>	<u>Unless otherwise ordered by the court, when the case is “no longer subject to modification” as defined by the governing rule set. At that time:</u> <u>(1) any exhibit submitted through a digital evidence portal (a “digital exhibit”) must be deleted without further notice to the parties.</u> <u>(2) For any exhibit or evidence not submitted through a digital evidence portal (a “physical exhibit”) and illustrative aids, at least 30 days’ notice must be provided to the party who submitted the physical exhibit or illustrative aid for that party to claim and, if claimed, returned to the party who submitted it. If the party who submitted the physical exhibit or illustrative aid does not claim it after 30 days from such notice, the physical exhibit or illustrative aid may be disposed of.</u>	<u>N/A</u>	<u>N/A</u>
22. through 33. [renumber]				

Record Series No.	Record Series Title	Retention Period with Court	Retention Period on Arizona Supreme Court and Local Court Public Websites	Retention Period in Case and Document Management Systems
34.	H. Warrants that are not part of a case file	1 year from date of return; If not returned, destroy upon expiration	N/A	N/A
35.	i. <u>Warrants other than pre-charge warrants issued under A.R.S. § 13-3897(A).</u>	<u>1 year from date of return; If not returned, destroy upon expiration</u>	N/A	N/A
36.	ii. <u>Pre-charge warrants issued under A.R.S. § 13-3897(A).</u>	<u>1 year from issuance</u>	N/A	N/A
35-37.	I. Administrative orders and directives	Permanent	N/A	N/A
	J. Court security related records			
36-38.	i. Incident reports for incidents which caused or threatened to cause personal injury, property damage, or disruption of courthouse proceedings or general events as deemed necessary by local court policy	5 years from the year prepared. Exception: retain throughout the life of an open investigation, if applicable	N/A	N/A
37. through 42. [renumber]				