

RECORDS RETENTION AND DISPOSITION SCHEDULES - COURT RECORDS

MAY 2009 REVISIONS:

- All Records Retention and Disposition Schedules for Court Records have been color coded.
- A new Record Series Title “TRANSFERRED CASE FILES” has been added to the Court Schedules where applicable.
- Record Series Title “COURT REPORTER NOTES” has been amended to read: “COURT REPORTER NOTES and ALL OTHER RECORDINGS OF COURT NOT LISTED AS A SEPARATE RECORD SERIES TITLE”.
- Record Series Title “COURT REPORTER TRANSCRIPTS” has been amended to read: “COURT REPORTER TRANSCRIPTS and TRANSCRIPTS OF ALL OTHER RECORDINGS OF THE COURT NOT LISTED AS A SEPARATE RECORD SERIES TITLE”.
- **RECORDS RETENTION AND DISPOSITION SCHEDULE FOR RECORDS OF THE JURY SYSTEM**
Record Series Title “CIVIL JURY SELECTION DATA FORMS (UCS-114)”, Record Series Number 90045, has been replaced with Record Series Title “VOIR DIRE/TRIAL DATA FORMS”, Record Series Number 90348. VOIR DIRE/TRIAL DATA FORMS include both the CIVIL (UCS-114) and CRIMINAL (UCS-117).
- **RECORDS RETENTION AND DISPOSITION SCHEDULE FOR CIVIL RECORDS OF THE SUPREME AND COUNTY COURTS**
The retention for Record Series Title “STATISTICAL REPORTING FORMS”, Record Series Number 20825, has been changed from” Retain for five years, then destroy” to “Retain for one year, then destroy”. The description has been changed from “Forms used to gather data on activity, change of venue, and a variety of case related information.” to “Forms which gather case statistical data. Includes UCS-111”.