

A New Look At An Old Requirement



Over the past year we have updated Records Retention and Disposition Schedules, as necessary, based, in large part, on suggestions from all of you. For some time now, many of our courts have questioned the requirement that certain records series be maintained "ad infinitum" if the records fall in the years ending in "0" or "5". This requirement has put a tremendous burden on the Courts and County Clerks who maintain records on behalf of the Court System.

As we began to investigate the issue we found a number of problems with the old rationale for maintaining records with this requirement. For example, one reason cited for utilizing both the years ending in "0" and "5" was so that it would correspond to the Federal Census. Unfortunately, there has not been a Federal Census ending in the year "5" since 1925. Similarly, many of you pointed out that the State Archives has no similar sampling requirement. While some sampling of records, under revised guidelines, makes sense, we could not legitimately offer a good rationale for both the years "0" and "5".

In light of all of this, the language of Records Management Policy 8.0 - October, 1989 (Revised August, 2000) has been changed to remove the year "5" from the requirement. The new language of the Policy Statement reads as follows:

For the records series designated for sampling in the Records Retention and Disposition Schedules per Part 104 of the Rules of the Chief Administrator, all cases in years ending in "0" will be permanently retained and will constitute the sample.

Along with this, those of you that have been maintaining Records Samples corresponding to the year "5" are allowed to dispose of those records if they have met their retention requirements in the appropriate disposition schedules. ***(This still requires that you send us a Disposition Request Form prior to disposing of any of these records.)***

We hope that this will alleviate a tremendous burden of storage and storage costs on you and that it will bring the Policy more in line with the reality of its rationale.