

## Summary of Changes

### ***District and Municipal Courts Records Retention Schedule v.7.0 (October 2023)***

#### **New Records Series Added**

- Eight (8) new records series have been added to this records retention schedule:
  1. **Anti-Harassment Court Case Files (DAN DM2023-030) p.4**  
*“3 years after final expiration of protection order (Non-Archival)”*
  2. **Civil Court Case Files—Judgement Satisfied or Case Dismissed (DAN DM2023-031) p.4**  
*“3 years after date of satisfaction of judgement or dismissal (Non-Archival)”*
  3. **Criminal Court Case Files—Driving Under the Influence (DUI) (DAN DM2023-032) p.7**  
*“10 years after final disposition of case (Non-Archival)”*
  4. **Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997—Filed Internally (DAN DM2023-033) p.9**  
*“Retain permanently (Non-Archival)”*
  5. **Filed Documents (Miscellaneous) (DAN DM2023-034) p.13**  
*“3 years after end of calendar year (Non-Archival)”*
  6. **Involuntary Civil Commitment Case Management (DAN DM2023-035) p.17**  
*“8 years after release of individual from hold or 8 years after final disposition of case, whichever is later (Non-Archival)”*
  7. **Therapy Court Applications—Denied/Withdrawn (DAN DM2023-036) p.19**  
*“3 years after application denied or withdrawn (Non-Archival)”*
  8. **Therapy Court Case Management (DAN DM2023-037) p.19**  
*“8 years after completion or termination of program (Non-Archival)”*

#### **Retention Changes**

- Fifteen (15) records series have changes to their retention period/cutoff:
  1. **Civil Court Case Files—Judgement Unsatisfied (DAN DM52-06C-02) p.5**  
Changed from “Judgement unsatisfied: 10 years after date of judgement; Case dismissed or judgement satisfied: 3 years (Non-Archival)” to “10 years after date of judgement or extension of liability (Non-Archival)”
  2. **Civil Infraction Case Files (DAN DM52-06B-01) p.6**  
Changed from “3 years after final disposition (Non-Archival)” to “3 years after final disposition of case (Non-Archival)”
  3. **Clerk’s Minutes Book (DAN DM52-06G-03) p.6**  
Changed from “1 year (Non-Archival)” to “1 year after end of calendar year (Non-Archival)”

4. **Court Calendar (DAN DM52-06G-01) p.7**  
Changed from “1 year (Non-Archival)” to “1 year after end of calendar year (Non-Archival)”
5. **Criminal Court Case Files—Other (DAN DM52-06A-01) p.7**  
Changed from “3 years after final disposition (Archival—Appraisal Required)” to “3 years after final disposition of case (Non-Archival)”
6. **Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997—Filed in an Administrative Office of the Courts (AOC) Case Management System (DAN DM52-06A-08) p.10**  
Changed from “Permanent. For courts on the Judicial Information System (JIS): JIS holds the permanent record. For courts not on JIS: The court holds the permanent record (Non-Archival)” to “Retain final record permanently within AOC case management system and destroy any internal copies (Non-Archival)”
7. **Criminal Court Case Judgement and Sentencing Records Filed Prior to June 4, 1997 (DAN DM52-06A-13) p.11**  
Changed from “Retain with Criminal Case Files 3 years after final disposition (Archival—Appraisal Required)” to “3 years after final disposition of case (Archival—Appraisal Required)”
8. **Domestic Violence Court Case Files (DAN DM52-06E-02) p.11**  
Decreased from “Permanent. For courts on the Judicial Information System (JIS): JIS holds the permanent record. For courts not on JIS: The court holds the permanent record (Non-Archival)” to “Retain for 100 years after final disposition of case (Non-Archival)”
9. **Electronic Recordings of Court Proceedings—Indexes and Logs (DAN DM52-06C-05) p.13**  
Changed from “Erasure of last recordings entered on log (Non-Archival)” to “Until erasure of last recording listed (Non-Archival)”
10. **Involuntary Civil Commitment Case Files (DAN DM52-06C-09) p.14**  
Changed from “3 years after release from hold (Non-Archival)” to “8 years after release of individual from hold or 8 years after final disposition of case, whichever is later (Non-Archival)”
11. **Jury Duty—General (DAN DM52-06F-04) p.21**  
Changed from “Expiration of juror term (Non-Archival)” to “Until end of term for which juror was summoned (Non-Archival)”
12. **Jury Duty—Special Questionnaires (DAN DM52-06F-05) p.22**  
Changed from “Expiration of juror term (Non-Archival)” to “Until completion of proceeding and expiration of appeal period for case for which juror was selected (Non-Archival)”
13. **Notices of Delinquent Parking/Traffic Violations or Vehicle Holds (DAN DM52-06J-02) p.15**  
Changed from “3 years after final disposition, or after audit, whichever is later (Non-Archival)” to “3 years after final disposition of case or 3 years after completion of audit examination report, whichever is later (Non-Archival)”
14. **One-Party Consent Orders (DAN DM52-06A-09) p.15**  
Increased from “2 years after expiration of authorization (Non-Archival)” to “3 years after expiration of authorization (Non-Archival)”
15. **Search Warrants (DAN DM52-06A-02) p.16**  
Increased from “2 years after expiration of warrant (Non-Archival)” to “3 years after expiration of warrant (Non-Archival)”

## **Other Minor Changes**

- Seventeen (17) records series have changes to their title and/or description:
  1. **Civil Court Case Files—Judgement Unsatisfied (DAN DM52-06C-02) p.5**
  2. **Criminal Court Case Files—Other (DAN DM52-06A-01) p.7**
  3. **Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997—Filed in an Administrative Office of the Courts Case Management System (DAN DM52-06A-08) p.10**
  4. **Criminal Court Case Judgement and Sentencing Records Filed Prior to June 4, 1997 (DAN DM52-06A-13) p.11**
  5. **Domestic Violence Court Case Files (DAN DM52-06E-02) p.11**
  6. **Electronic Recordings of Court Proceedings—Case Appealed (DAN DM52-06C-03) p.12**
  7. **Electronic Recordings of Court Proceedings—Case Not Appealed (DAN DM52-06C-04) p.13**
  8. **Electronic Recordings of Court Proceedings—Indexes and Logs (DAN DM52-06C-05) p.13**
  9. **Exhibits—Case Appealed (DAN DM52-06C-10) p.13**
  10. **Exhibits—Case Not Appealed (DAN DM52-06C-08) p.13**
  11. **Involuntary Civil Commitment Case Files (DAN DM52-06C-09) p.14**
  12. **Jury Duty—General (DAN DM52-06F-04) p.21**
  13. **Jury Duty—Special Questionnaires (DAN DM52-06F-05) p.22**
  14. **Notices of Delinquent Parking/Traffic Violations or Vehicle Holds (DAN DM52-06J-02) p.15**
  15. **One-Party Consent Orders (DAN DM52-06A-09) p.15**
  16. **Probation Case Management (DAN DM52-06H-01) p.18**
  17. **Search Warrants (DAN DM52-06A-02) p.16**

## **Essential Designation Changes**

- Two (2) records series are being changed from “Non-Essential” to “Essential (for Disaster Recovery)”:
  1. **Criminal Court Case Files—Other (DAN DM52-06A-01) p.10**
  2. **Probation Case Management (DAN DM52-06H-01) p.18**

## **Archival Designation Changes**

- One (1) record series is being changed from “Archival” to “Non-Archival”:
  1. **Criminal Court Case Files—Other (DAN DM52-06A-01) p.10**

## Archival Series Being Revoked

- A total of five (5) “Archival” records series are being revoked.
- Two (2) “Archival” records series are being revoked as they are covered by another “Archival” records series:
  1. **Criminal Indexes Covering Judgement and Sentencing Records Filed Prior to June 4, 1997 (DAN DM52-06A-07)** covered by Criminal Court Case Judgement and Sentencing Records Filed Prior to June 4, 1997 (DAN DM52-06A-13)
  2. **Report to the Administrator for the Courts (DAN DM52-06G-04)** covered by Reporting/Filing (Mandatory)—Agency Management (DAN GS2012-028)
- One (1) “Archival” records series are being revoked as they are covered by other “Archival” and “Non-Archival” records series:
  1. **Work Plans (DAN DM50-01-38)** covered by Strategic Plans—Development (DAN GS2010-079), Strategic Plans—Final Version (DAN GS2010-080), and Work Plans (DAN GS50-01-38)
- Two (2) “Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
  1. **Civil Dockets (DAN DM52-06C-01)** covered by Civil Court Case Files—Judgement Satisfied or Case Dismissed (DAN DM2023-031) and Civil Court Case Files—Judgement Unsatisfied (DAN DM52-06C-02)
  2. **Civil Indexes (DAN DM52-06C-07)** covered by Civil Court Case Files—Judgement Satisfied or Case Dismissed (DAN DM2023-031) and Civil Court Case Files—Judgement Unsatisfied (DAN DM52-06C-02)

## Non-Archival Series Being Revoked

- Twenty-seven (27) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
  1. **Accident/Incident Reports—Employees—Insured by Agency or Not Responsible to Labor and Industries (DAN DM50-06C-02)** covered by Workers’ Compensation Claims (Self-Insured)—Compensable (DAN GS50-06C-27) and Workers’ Compensation Claims (Self-Insured)—Non-Compensable (DAN GS50-06C-31)
  2. **Accident/Incident Reports—Employees—Insured through Labor and Industries (DAN DM50-06C-03)** covered by Workers’ Compensation Claims (Department of Labor and Industries)—Eye Injuries (DAN GS2010-084) and Workers’ Compensation Claims (Department of Labor and Industries)—General (DAN GS50-06C-02)
  3. **Booking Sheets (DAN DM52-06G-08)** covered by Reference Materials (DAN GS2016-010)
  4. **Breathalyzer Technician Certificates (DAN DM52-06G-06)** covered by Exhibits—Case Appealed (DAN DM52-06C-10) and Exhibits—Case Not Appealed (DAN DM52-06C-08)
  5. **Criminal Indexes Covering Judgement and Sentencing Records Filed June 4, 1997 and Later (DAN DM52-06A-12)** covered by Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997—Filed Internally (DAN DM2023-033) and Criminal Court Case Judgement and Sentencing Records Filed Post-June 4, 1997—Filed in an Administrative Office of the Courts Case Management System (DAN DM52-06A-08)

6. **Domestic Violence and Anti-Harassment Dockets (DAN DM52-06E-01)** covered by Anti-Harassment Court Case Files (DAN DM2023-030) and Domestic Violence Court Case Files (DAN DM52-06E-02)
7. **Domestic Violence and Anti-Harassment Indexes of Case Files (DAN DM52-06E-05)** covered by Anti-Harassment Court Case Files (DAN DM2023-030) and Domestic Violence Court Case Files (DAN DM52-06E-02)
8. **Electronic Information System Design Documentation (DAN DM50-06A-03)** covered by IT Applications—Technical Design and Implementation (DAN GS50-06A-03)
9. **Exhibits—Cases Appealed (DAN DM52-06C-06)** covered by Exhibits—Case Appealed (DAN DM52-06C-10) and Exhibits—Case Not Appealed (DAN DM52-06C-08)
10. **Incident Reports and Accident Claims for Damages Filed Against the Agency By Other Parties, and By the Agency Against Other Parties (Claims Made or Per Occurrence) (DAN DM50-06C-14)** covered by Accidents/Incidents—No Claim Filed (Under Age 18) (DAN GS50-06C-03), Accidents/Incidents—No Claim Filed (Age 18 and Older), and Claims for Damages (DAN GSGS50-01-10)
11. **Juror Registration or Sign-in Sheet (DAN DM52-06F-06)** covered by Financial Transactions—General (DAN GS2011-184)
12. **Jury Cost Bills (DAN DM52-06F-03)** covered by Financial Transactions—General (DAN GS2011-184)
13. **Jury Lists (DAN DM52-06F-01)** covered by Reference Materials (DAN GS2016-010)
14. **Liability Waivers (DAN DM50-06C-28)** covered by Contracts and Agreements—General (DAN GS50-01-11)
15. **Lists of Prisoners to be Transported from the County Jail for Court Hearings (DAN DM52-06G-09)** covered by Organizing/Monitoring Work in Progress (DAN GS2016-008)
16. **Log Books (DAN DM52-06G-02)** covered by Electronic Recordings of Court Proceedings—Indexes and Logs (DAN DM52-06C-05)
17. **Notice of Failure to Respond, Appear, or Pay (DAN DM52-06B-02)** covered by Civil Infraction Case Files (DAN DM52-06B-01)
18. **Parking Infraction Indexes (DAN DM52-06J-06)** covered by Civil Infraction Case Files (DAN DM52-06B-01)
19. **Petition and Order Deferred Prosecution (DAN DM52-06A-03)** covered by Criminal Court Case Files—Other (DAN DM52-06A-01)
20. **Procedural Manuals and Materials (DAN DM52-06G-05)** covered by Administrative Procedures and Instructions (DAN GS50-01-01) and Official Agency Policy and Procedure Directives, Regulations and Rules (DAN GS50-01-24)
21. **Small Claims Case Files (DAN DM52-06D-02)** covered by Civil Court Case Files—Judgement Satisfied or Case Dismissed (DAN DM2023-031) and Civil Court Case Files—Judgement Unsatisfied (DAN DM52-06C-02)
22. **Small Claims Docket (DAN DM52-06D-01)** covered by Civil Court Case Files—Judgement Satisfied or Case Dismissed (DAN DM2023-031) and Civil Court Case Files—Judgement Unsatisfied (DAN DM52-06C-02)
23. **Small Claims Index (DAN DM52-06D-03)** covered by Civil Court Case Files—Judgement Satisfied or Case Dismissed (DAN DM2023-031) and Civil Court Case Files—Judgement Unsatisfied (DAN DM52-06C-02)
24. **Speed Verification Certificates (DAN DM52-06G-07)** covered by Exhibits—Case Appealed (DAN DM52-06C-10) and Exhibits—Case Not Appealed (DAN DM52-06C-08)
25. **Traffic Infraction Indexes (DAN DM52-06B-06)** covered by Civil Infraction Case Files (DAN DM52-06B-01)

- 26. **Uniform Notice of Infraction, Court Docket, and Case File (DAN DM52-06J-01)** covered by Civil Infraction Case Files (DAN DM52-06B-01)
- 27. **Waiver from Jury Duty (DAN DM52-06F-02)** covered by Jury Duty—General (DAN DM52-06F-04)

***Net Reduction in Records Series: 24 (from 52 series down to 28 series)***