

## Summary of Changes

### ***Superior Courts Records Retention Schedule v.1.0 (October 2023)***

*(previously part of the County Clerks and Superior Courts Records Retention Schedule and Social Services Records Retention Schedule)*

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

- Eighteen (18) new records series have been added to this records retention schedule:
  1. **Activity Logs (DAN SC2023-005) p.12**  
*“6 years after end of calendar year (Non-Archival)”*
  2. **Detention Roster (DAN SC2023-006) p.12**  
*“6 years after end of calendar year (Non-Archival)”*
  3. **Family Court Case Management (DAN SC2023-007) p.6**  
*“8 years after final disposition of case or 10 years after youngest minor reaches age 18, whichever is later (Non-Archival)”*
  4. **Involuntary Civil Commitment Case Management (Adult) (DAN SC2023-008) p.8**  
*“8 years after release of individual from hold or 8 years after final disposition of case, whichever is later (Non-Archival)”*
  5. **Involuntary Civil Commitment Case Management (Juvenile) (DAN SC2023-009) p.9**  
*“8 years after release of individual from hold/final disposition of case or 3 years after individual reaches age 18, whichever is later (Non-Archival)”*
  6. **Juvenile Detention, Probation, and Community Supervision Case Management (DAN SC2023-010) p.13**  
*“Until individual reaches age 23 or until earlier destruction authorized, whichever is sooner (Non-Archival)”*
  7. **Juvenile Diversion Program Applications – Denied/Withdrawn (DAN SC2023-011) p.14**  
*“Until individual reaches age 23 or until earlier destruction authorized, whichever is sooner (Non-Archival)”*
  8. **Juvenile Diversion Program and Pre-Diversion Case Management (DAN SC2023-012) p.15-16**  
*“Until individual reaches age 23 or until earlier destruction authorized, whichever is sooner (Non-Archival)”*
  9. **Juvenile Intervention Case Management (DAN SC2023-013) p.17**  
*“8 years after final disposition of case or 3 years after individual reaches age 18, whichever is later (Non-Archival)”*
  10. **Marriage Waiver Applications – Denied/Withdrawn (DAN SC2023-014) p.7**  
*“3 years after waiver denied/withdrawn (Non-Archival)”*
  11. **Marriage Waiver Applications – Granted (DAN SC2023-015) p.7**  
*“3 years after waiver granted or 3 years after youngest minor reaches age 18, whichever is later (Non-Archival)”*
  12. **Protective Arrangement Case Management (Adult) (DAN SC2023-016) p.19**  
*“8 years after final disposition of case (Non-Archival)”*

13. **Protective Arrangement Case Management (Juvenile) (DAN SC2023-017) p.20**  
*"8 years after final disposition of case or 3 years after individual reaches age 18, whichever is later (Non-Archival)"*
  14. **Superior Court Programs Administration (DAN SC2023-018) p.4**  
*"8 years after end of calendar year and no longer needed for agency business (Non-Archival)"*
  15. **Therapy Court Applications (Adult) – Denied/Withdrawn (DAN SC2023-019) p.21**  
*"3 years after application denied or withdrawn (Non-Archival)"*
  16. **Therapy Court Applications (Juvenile) – Denied/Withdrawn (DAN SC2023-020) p.22**  
*"Until individual reaches age 23 or until earlier destruction authorized, whichever is sooner (Non-Archival)"*
  17. **Therapy Court Case Management (Adult) (DAN SC2023-021) p.23**  
*"8 years after completion or termination of program (Non-Archival)"*
  18. **Therapy Court Case Management (Juvenile) (DAN SC2023-022) p.24-25**  
*"Until individual reaches age 23 or until earlier destruction authorized, whichever is sooner (Non-Archival)"*
- Four (4) records series have been moved from the *County Clerks Records Retention Schedule* to this schedule:
    1. **Arbitration (DAN SC2023-023) (was DAN CL65-01-03) p.5**  
*"Until expiration of award appeal period (Non-Archival)"*
    2. **Juvenile Records – Destruction Eligibility Notification Received from Administrative Office of the Courts (AOC) (DAN SC2023-024) (was DAN CL2014-011) p.18**  
*"Until notification of destruction eligibility received from the Administrative Office of the Courts (AOC), eligibility verified, and notification issued to WSP, local law enforcement, and prosecutor's office (Non-Archival)"*
    3. **Juvenile Records – Destruction Ordered by Court (DAN SC2023-025) (was DAN CL2014-012) p.18**  
*"Until court order received (Non-Archival)"*
    4. **Juvenile Records – Pardon Notification Received from Office of the Governor (DAN SC2023-026) (was DAN CL2014-013) p.18**  
*"Until pardon notification received from the Office of the Governor (Non-Archival)"*
  - Three (3) records series have been replicated from the *County Clerks Records Retention Schedule* to this schedule as these records are managed by County Clerks and Superior Court Administrators in different jurisdictions:
    1. **Jury Duty – General (DAN SC2023-027) p.10**  
*"Until end of term for which juror was summoned (Non-Archival)"*  
*Rationale: Consistent with Jury Duty – General (DAN CL65-01-27) in County Clerks Records Retention Schedule.*
    2. **Jury Duty – Special Questionnaires (DAN SC2023-028) p.11**  
*"Until completion of proceeding and expiration of appeal period for case for which juror was selected and until death of defendant in capital cases where the death penalty has been imposed and provide 60 days' notice pursuant to SPRC 7 in all capital cases (Non-Archival)"*

*Rationale: Consistent with Jury Duty – Special Questionnaires (DAN CL2014-016) in County Clerks Records Retention Schedule.*

3. **Jury List (Master and Source) (DAN SC2023-029) p.11**

*“Until list superseded (Non-Archival)”*

*Rationale: Consistent with Jury List (Master and Source) (DAN CL65-01-26) in County Clerks Records Retention Schedule.*

**Retention Changes**

- None

**Other Minor Changes**

- None

**Essential Designation Changes**

- None

**Archival Designation Changes**

- None

**Series Being Revoked**

- None

***Number of Records Series: 25***