

COLORADO JUDICIAL DEPARTMENT RECORDS MANAGEMENT



RETENTION AND DISPOSITION SCHEDULES & IMAGING PROCEDURES FOR DESIGNATED RECORDS

Steven Vasconcellos
State Court Administrator

OFFICE OF THE STATE COURT ADMINISTRATOR
1300 Broadway, Suite 1200
Denver, CO 80203
720-625-5000

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Gina Parker, Clerk of Court, Elbert County, Co-Chair	Nicole Montecino, Supervisor I, Jefferson County
Allison Clark, Supervisor II, Jefferson County Court, Co-Chair	Carmma Parkison, Clerk of Court, Routt County
Kassidy Adamson, Senior Analyst, Human Resources, SCAO	Alana Percy, Clerk of Court, Adams County
Amy Aldrich, Supervisor I, El Paso County	Cynthia Peterson, Probation Manager, 19 th D
Marisa Arencibia, Analyst, Court Services, SCAO	Katherine Powers, Water Clerk, Water Division 5
Jason Bergbower, Deputy Director of Services, ITS, SCAO	Shannon Puckett, Admin Supervisor, 4 th JD
Katie Birks, Specialist, Weld County	Danielle Riccio, Supervisor I, Boulder County
Polly Brock, Court Executive and Clerk of the Court of Appeals	Jennifer Rollins, Supervisor II, Denver District Court
Marizela Cano, Clerk of Court, Boulder County	Amber Roth, Court Executive and Clerk of Court, Denver Probate Court
Rachael Erickson, Clerk of Court, Weld County	Dawn Stallsworth, Supervisor II, El Paso County
Tracy Griffith, Deputy Director, FSD, SCAO	Kimberly Thole, Lead Collections Investigator, 18 th JD
Carla Hanson, Programs Unit Manager, Division of Probation Services, SCAO	Andi Truett, Clerk of Court, Douglas County
Christopher Hudson, Supervising Supreme Court Librarian	Jasper Webb, Analyst, Human Resources, SCAO
Sherri Hufford, Evaluation Unit Manager, Division of Probation Services, SCAO	Stacey White, Supervisor II, Arapahoe County
Marisa Kapsner, Specialist, Denver District Court	Nik Zender, Clerk of Court, Denver District Court
Joyce Martin, Court Reporter, 18 th JD	Kayla Cooley, Analyst, Court Services, SCAO

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Preface

This manual is published by the Office of the State Court Administrator under the direction of the Colorado Supreme Court. It reflects the continuing responsibility of the Chief Justice and the Supreme Court to supervise and administer the court system under Article VI of the Colorado Constitution.

The Chief Justice of the Supreme Court, the State Archivist, and the State Auditor have approved the provisions of this manual. References to this manual are also contained in C.R.C.P. 79(e); and C.R.C.P. 379(d) and 380(c); and Crim. P. 55(e) and (f); and C.R.M. 10(c).

This manual is a basic working guide for the retention and disposition of court, probation, and administrative records. The record retention committee meets at least quarterly and has revised this manual. The philosophy for the committee and the branch is to maintain records for business purposes and in partnership with various stakeholders, but not to maintain records just for individual needs or historical purposes. Courts may adopt additional policies to support their community partners in justice.

Retention periods are based on state and federal laws, rules and regulations. When there is no legal guidance available, the retention period is determined by considering the following factors:

- Will there be a continuing need for these records for current business processes?
- Are these records needed for future reference to document business process, decisions or actions?
- Are these records needed to fulfill legislative, regulatory or financial requirements?
- Are these records needed for accountability purposes?
- Are these records commonly needed by the public and/or stakeholders for future use?

Records with historic value may be retained permanently by the courts or transferred to the Supreme Court Library, State Archives or Salt Mines for proper storage and maintenance. Records will not be maintained permanently if they do not have enduring value.

This manual is your authority for the disposition of records. No other approval is required. If you are in possession of a record, and a proper request is made, the record must be produced, even if the retention period has elapsed. If a record is not included in this manual, the record may be destroyed at any time. This shall be known as the Sabra Millet Rule of Retention.

A log should be maintained listing the files destroyed, and the date the destruction occurred. This information should be readily available to the Office of State Court Administrator or the State Archivist, upon request.

If you are destroying paper documents that are considered public record, it is recommended that those papers be recycled. If recycling is not an option, those documents may be disposed of in the regular trash. If the paper documents to be destroyed contain Personal Identifiable Information (PII) or protected information not for public release¹, those documents must be shredded, burned, or chemically treated.

If you are destroying electronic records contained on CD, microfilm, hard drives or other portable electronic data storage devices, these must be destroyed using a permanent destruction method (shredding, magnet, etc.). If you need assistance, contact the Information Technology Services Division (ITS) at the Office of the State Court Administrator.

Questions concerning the development, implementation and content of this manual may be directed to: Process, Analysis and Legislation (PALs) Team in Court Services, E-mail: cpr@judicial.state.co.us.

¹ Pursuant to C.R.S. §24-73-101(4)(b) and CJD 05-01

Electronic Records Retention

The Judicial department retention policy for electronic records maintained in a judicial management system is currently being implemented. All electronic records have the same retention periods as their paper counterparts; however, some judicial management systems do not currently allow for the purging of records.

In the absence of a mechanism to purge records, the retention for electronic records is permanent until those features become available. These exceptions are noted throughout the manual. As this functionality becomes available, the manual will be updated to indicate such.

Electronic Record – An electronic record is any original document or record that exists in an electronic format within a judicial management system (i.e. case management system (JPOD), HR management system (TalentLink, JETERS, UKG), financial management system (CORE), contract management system (Forum), etc.)

Original Document/Records – An original document or record is what the court, probation or division considers to be the original copy of the record. For court records, once a paper document is scanned and uploaded into the judicial case management system it becomes an electronic document and the electronic document is the original. This does not include original Will instruments.

Paper Records – A paper record is any original document that is in paper, microfilm, microfiche, PaperVision, SharePoint or on personal computers.

Note: Paper Records do include some electronic formats (see definition for specifics). These are documents that are not contained or stored within a judicial management system.

Colorado Judicial Case Management System

Record Title	Retention Period	Paper Records	Electronic Records
<i>Any and all records entered in ICON/Eclipse/JPOD</i>	Permanent	N/A	Permanent

Historical Court Books and Ledgers

Record Title	Retention Period	Paper Records	Electronic Records
<i>Register of Actions Book, Minute Book, Execution Docket Book, Daily Order Book, Civil Order Book, other miscellaneous books</i>	Permanent	N/A	N/A
<i>Indices - index books, card index, printed computer index</i>	Permanent	N/A	N/A
<i>Water Court Books - register of actions, water resumes, money judgment records, exhibit inventories, water indices</i>	Permanent	N/A	N/A
<i>Cash/Fee Books, Judgment Record Books</i>	No need to retain	Destroy	N/A

If courts have old books or ledgers and need the space, these can be transferred to the Supreme Court Library or the State Archives.

Court Reporter Notes and Recorded Proceedings

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court Reporter Notes (for all case classes or format) and Recorded Proceedings (FTR or other formats for all case classes)</i>	25 years	Destroy	Destroy

Trial Court Records Retention

For a case to be eligible for destruction or cleaning it must meet the following criteria:

- It must be closed with no appeal pending
- All funds held in the registry must be disbursed
- There should be no active warrants on the case
- A permanent protection order was never issued (i.e. no PROG event)
- The party is not currently on the NICS index
- Nothing has been filed into the case within the past year

Electronic Record – An electronic record is any original document or record that exists in an electronic format within a judicial management system (i.e. case management system (JPOD), HR management system (TalentLink, JETERS, UKG), financial management system (CORE), contract management system (Forum), etc.)

Original Document/Records – An original document or record is what the court, probation or division considers to be the original copy of the record. For court records, once a paper document is scanned and uploaded into the judicial case management system it becomes an electronic document and the electronic document is the original. This does not include original Will instruments.

Paper Records – A paper record is any original document that is in paper, microfilm, microfiche, PaperVision, SharePoint or on personal computers.

Note: Paper Records do include some electronic formats (see definition for specifics). These are documents that are not contained or stored within a judicial management system.

All documents must be retained in cases where an active permanent protection order was issued.

If a case/party was reported to NICS, the documentation in that case must be retained until the person is removed from the index (by petition or death). Cases/parties that are put on the NICS index include: cases with an MHCM, short-term and long-term certifications and adult guardianship cases.

Exhibits/Attachments to Pleadings should be retained and destroyed with the court file/documents. Exhibits to pleadings may include those uploaded into a case and those submitted on thumb drives, discs or other mediums (i.e., video files or images). Hearing and Trial Exhibits may have different retention periods or destruction rules. Check the manual for each case class and type for specifics.

After the appeals period for the case ends, courts may use the documents to retain section to purge the file for those cases that are being kept permanently or until their specific retention period is up. At the end of the retention period all paper documents in the file can be destroyed.

If the retention period is over and no documents are scanned into the system, the whole file may be destroyed and there is no obligation to scan the documents before destruction.

For guidance on what to do before purging a court file see the [Management Resources page](#) of the Judicial Resource Manual.

County Court Civil Case Files (C)

C cases - except Name Changes

See Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records. ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>All other cases Court File/Documents</i>	6 years from the year of filing	Destroy	Permanent until further notice
<i>Transcripts</i>	6 years from the year of filing	Destroy	Those in JPOD are permanent until further notice, any others should be destroyed.
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, 6 years from the year of filing.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, 6 years from the year of filing.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	6 years from the year of filing	Destroy per retention.*	Permanent until further notice
<i>Juror Questionnaires, Case Specific Questionnaires, and Uniform Juror Summons</i>	6 years from year of filing (for originals, copies should be destroyed after selection)	Destroy	Permanent until further notice
<i>Juror Questions - submitted in court. or during deliberation.</i>	6 years from the year of filing	Destroy	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

C cases - Name Changes

See Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records. ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	Permanent	N/A	N/A
<i>Transcripts</i>	Permanent	N/A	N/A
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, keep permanently.	Dispose of as per order of the court. If no order exists, keep permanently. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, keep permanently.	Dispose of as per order of the court. If no order exists, keep permanently. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	Permanent	N/A	N/A

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

Criminal (CR)

CR cases - F1 and F2, Sex Offenses, Crimes of Violence

This is based on the highest file charge either arrest, filed or amended. Sex Offenses and Crimes of Violence are defined by statute. See glossary for more information.

See **Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records.** ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	Permanent	N/A	N/A
<i>Transcripts</i>	Permanent	N/A	N/A
<i>Hearing and Trial Exhibits – filed into case</i>	Permanent	N/A	N/A
<i>Defendant found not guilty Hearing and Trial Exhibits – Electronic but unable to file in CCE (CDs, DVDs, thumb drives)</i>	Retain 35 days after acquittal or dismissal.	Destroy*	N/A
<i>Defendant found guilty Hearing and Trial Exhibits – Electronic but unable to file in CCE (CDs, DVDs, thumb drives)</i>	Permanent	N/A	N/A
<i>Hearing and Trial Exhibits – Physical, oversized, contraband (Weapons, Drugs, Clothing, Tools, Tires/Cars)</i>	Return physical exhibits to original agency. Courts may require agencies to file photographs of physical exhibits in the case file. The court may deny the return of any exhibit for cause.	Return physical exhibits to original agency.	N/A
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, keep permanently.	Dispose of as per order of the court. If no order exists, keep permanently. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	Permanent	N/A	N/A
<i>Juror Questionnaires, Case Specific Questionnaires, and Uniform Juror Summons</i>	Permanent (for originals, copies should be destroyed after selection)	N/A	N/A

<i>Juror Questions - submitted in court. or during deliberation.</i>	Permanent	N/A	N/A
<i>Search Warrants connected to a particular case</i>	Permanent	N/A	N/A

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

CR cases - F3, F4, F5 and F6 (non-Sex Offense and Crimes of Violence cases)

This is based on the highest file charge either arrest, filed or amended. Sex Offenses and Crimes of Violence are defined by statute. See glossary for more information.

See **Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records.** ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	25 years from year of filing	Destroy	Permanent until further notice
<i>Transcripts</i>	25 years from year of filing	Destroy	Those in JPOD are permanent until further notice, any others should be destroyed.
<i>Hearing and Trial Exhibits – filed into case</i>	25 years from year of filing	Destroy	Permanent until further notice
<i>Defendant found not guilty Hearing and Trial Exhibits – Electronic but unable to file in CCE (CDs, DVDs, thumb drives)</i>	Retain 35 days after acquittal or dismissal.	Destroy*	Permanent until further notice
<i>Defendant found guilty Hearing and Trial Exhibits – Electronic but unable to file in CCE (CDs, DVDs, thumb drives)</i>	25 years from year of filing	Destroy*	Permanent until further notice
<i>Hearing and Trial Exhibits – Physical, oversized, contraband (Weapons, Drugs, Clothing, Tools, Tires/Cars)</i>	Return physical exhibits to original agency. Courts may require agencies to file photographs of physical exhibits in the case file. The court may deny the return of any exhibit for cause.	Return physical exhibits to original agency.	N/A
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, 25 years from the year of filing.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	25 years from the year of filing	Destroy per retention.*	Permanent until further notice
<i>Juror Questionnaires, Case Specific Questionnaires, and Uniform Juror Summons</i>	25 years from the year of filing (for originals, copies	Destroy	Permanent until further notice

	should be destroyed after selection)		
<i>Juror Questions - submitted in court. or during deliberation.</i>	25 years from the year of filing	Destroy	Permanent until further notice
<i>Search Warrants connected to a particular case</i>	25 years from the year of filing	Destroy	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

PAPER DOCUMENTS TO BE RETAINED FOR IMAGING (prior to end of retention period)

Keep in mind if you cannot determine if it should be purged or kept, please ask someone. If that is not possible, it’s better to keep it than to purge it.

- ROA
- Affidavit in Support of Warrantless Arrest
- Complaints/Amended Complaints
- Petition to Deregister
- Information/Amended Information
- Written Advisements
- Orders/Mandates/Stipulations
- Motions, Objections, Responses, Replies (and Orders or document that are being ruled on)
- Minute Orders
- Jury Verdicts
- Victims Statements as they deal with restitution
- Anything that says ‘restitution’
- Pre-sentence Investigations/Probation Reports
- Judgments, Satisfactions (partial and full)
- Judgment of Conviction
- Mittimi
- Probation Orders, Terms & Conditions, Revocation Complaints, Termination Order
- MROG
- Property Bond liens and releases

District Civil Cases (CV)

CV cases – except Name Change or Special District cases

See **Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records.** ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	6 years from year of filing	Destroy	Permanent until further notice
<i>Transcripts</i>	6 years from year of filing	Destroy	Those in JPOD are permanent until further notice, any others should be destroyed.
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, 6 years from the year of filing.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, 6 years from the year of filing.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	6 years from the year of filing	Destroy per retention.*	Permanent until further notice
<i>Juror Questionnaires, Case Specific Questionnaires, and Uniform Juror Summons</i>	6 years from year of filing (for originals, copies should be destroyed after selection)	Destroy	Permanent until further notice
<i>Juror Questions - submitted in court. or during deliberation.</i>	6 years from the year of filing	Destroy	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

CV cases – Name Change cases

See Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records. ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	Permanent	N/A	N/A
<i>Transcripts</i>	Permanent	N/A	N/A
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, keep permanently.	Dispose of as per order of the court. If no order exists, keep permanently. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, keep permanently.	Dispose of as per order of the court. If no order exists, keep permanently. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	Permanent	N/A	N/A

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

CV cases – Special District cases

See Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records. ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	Permanent	N/A	N/A
<i>Transcripts</i>	Permanent	N/A	N/A
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, keep permanently.	Dispose of as per order of the court. If no order exists, keep permanently. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, keep permanently.	Dispose of as per order of the court. If no order exists, keep permanently. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	Permanent	N/A	N/A
<i>Juror Questionnaires, Case Specific Questionnaires, and Uniform Juror Summons</i>	Permanent (for originals, copies should be destroyed after selection)	N/A	N/A
<i>Juror Questions - submitted in court. or during deliberation.</i>	Permanent	N/A	N/A

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

Water Cases (CW)

See **Trial Court Records Retention** for general rules for determining if a record may be purged and definitions of paper and electronic records. ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	Permanent	N/A	N/A
<i>Transcripts</i>	Permanent	N/A	N/A
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, keep permanently.	Dispose of as per order of the court. If no order exists, keep permanently. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, keep permanently.	Dispose of as per order of the court. If no order exists, keep permanently. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	Permanent	N/A	N/A

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

Domestic Relations Cases (DR, DA and DU)

See Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records. ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	Semi-Permanent 25 years from the year of filing excluding documents listed for permanent retention below.	Retain or image those documents that must be maintained permanently. All other documents should be destroyed.	Permanent until further notice
<i>Transcripts</i>	25 years from the year of filing	Destroy	Those in JPOD are permanent until further notice, any others should be destroyed.
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, keep for 25 years from the year of filing.	Dispose of as per order of the court. If no order exists, keep for 25 years from the year of filing. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, keep for 25 years from the year of filing.	Dispose of as per order of the court. If no order exists, keep for 25 years from the year of filing. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	Semi-Permanent 25 years from the year of filing	N/A	Permanent until further notice
<i>Juror Questionnaires, Case Specific Questionnaires, and Uniform Juror Summons</i>	25 years from the year of filing (for originals, copies should be destroyed after selection)	Destroy	Permanent until further notice
<i>Juror Questions - submitted in court. or during deliberation.</i>	Semi-Permanent 25 years from the year of filing	N/A	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

DOCUMENTS TO BE RETAINED PERMANENTLY

- Separation Agreements
- Parenting Plans
- Decree
- Final Orders (Final Support Order, QDRO, etc.)

County Court Felony Cases (F)

See Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records. ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents – if bound up to District Court</i>	If the case has been bound up to district court, follow the corresponding CR retention schedule based on high charge.	Follow CR retention period.	Permanent until further notice
<i>Court File/Documents – if not ever bound up to District Court</i>	4 years from the year of filing if the case has not been bound up to district court.	Destroy	Permanent until further notice
<i>Transcripts (for F cases non bound up to District Court)</i>	4 years from the year of filing if the case has not been bound up to district court.	Destroy	Those in JPOD are permanent until further notice, any others should be destroyed.
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, 4 years from the year of filing.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, 4 years from the year of filing.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	4 years from the year of filing	Destroy per retention.*	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

PAPER DOCUMENTS TO BE RETAINED FOR IMAGING (prior to end of retention period)

Keep in mind if you cannot determine if it should be purged or kept, please ask someone. If that is not possible, it's better to keep it than to purge it.

- Complaints/Amended Complaints or Information/Amended Information
- Written Advisements
- Orders/Mandates/Stipulations
- Jury Verdicts
- Pre-Sentence Investigations
- Judgments
- Mittimi
- Property Bond liens and releases

Juvenile Delinquency (JD or JV)

Delinquency cases - F1, F2, Sex Offenses or Crimes of Violence cases

This is based on the highest file charge either arrest, filed or amended. Sex Offenses and Crimes of Violence are defined by statute. See glossary for more information.

See **Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records.** ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Sex offense, F1, F2 or Crime of Violence cases</i>	Permanent	N/A	N/A
<i>Transcripts</i>	Permanent	N/A	N/A
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, keep permanently.	Dispose of as per order of the court. If no order exists, keep permanently. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, keep permanently.	Dispose of as per order of the court. If no order exists, keep permanently. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	Permanent	N/A	N/A
<i>Juror Questionnaires, Case Specific Questionnaires, and Uniform Juror Summons</i>	Permanent (for originals, copies should be destroyed after selection)	N/A	N/A
<i>Juror Questions - submitted in court. or during deliberation.</i>	Permanent	N/A	N/A
<i>Search Warrants connected to a particular case</i>	Permanent	N/A	N/A

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

Delinquency Cases - Other than F1, F2, Sex Offenses or Crimes of Violence cases

This is based on the highest file charge either arrest, filed or amended. Sex Offenses and Crimes of Violence are defined by statute. See glossary for more information.

See **Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records.** ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Case files other than sex offenses, F1, F2, or Crime of Violence</i>	15 years from the year of filing	Destroy	Permanent until further notice
<i>Transcripts</i>	15 years from the year of filing	Destroy	Those in JPOD are permanent until further notice, any others should be destroyed.
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, 15 years from the year of filing.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, 15 years from the year of filing.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	15 years from the year of filing.	Destroy per retention.*	Permanent until further notice
<i>Juror Questionnaires, Case Specific Questionnaires, and Uniform Juror Summons</i>	15 years from the year of filing (for originals, copies should be destroyed after selection)	Destroy	Permanent until further notice
<i>Juror Questions - submitted in court. or during deliberation.</i>	15 years from the year of filing	Destroy	Permanent until further notice
<i>Search Warrants connected to a particular case</i>	15 years from the year of filing	Destroy	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

PAPER DOCUMENTS TO BE RETAINED FOR IMAGING (prior to end of retention period)

Keep in mind if you cannot determine if it should be purged or kept, please ask someone. If that is not possible, it's better to keep it than to purge it.

- Register of Actions (paper ROA in the file, if one exists)

- Affidavit
- Petition and Summons/Amended Petition for Delinquency
- Information/Amended Information
- Written Advisements
- Victim's Statement
- Motions with Orders that impact charges or sentences
- Protection Order
- Mandates by higher courts
- Property Bond Liens and Releases
- Stipulations that impact charges or sentences
- Jury Verdicts
- Juvenile Assessment Pre-sentence Investigations/Probation Reports
- Stipulation for Deferred Sentence
- Judgment of Conviction/Mittimus
- Guilty Plea and Waiver of Rights
- Probation Orders, Terms and Conditions, Revocation Complaints, Termination Order
- Commit and Release Orders
- Dismissals
- Petition to Expunge

Juvenile non-Delinquency Cases

Juvenile - Adoption (JA)

See Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records. ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	Semi-Permanent 50 years from year of filing excluding documents listed for permanent retention below.	Retain or image those documents that must be maintained permanently. All other documents should be destroyed.	Permanent until further notice
<i>Transcripts</i>	50 years from year of filing	Destroy	Those in JPOD are permanent until further notice, any others should be destroyed.
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, keep for 50 years from year of filing.	Dispose of as per order of the court. If no order exists, keep for 50 years from year of filing. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, keep for 50 years from year of filing.	Dispose of as per order of the court. If no order exists, keep for 50 years from year of filing. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	Semi-Permanent 50 years from year of filing	N/A	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

DOCUMENTS TO BE RETAINED PERMANENTLY

- Petition
- Decree

Juvenile - Dependency and Neglect Cases (JN/JV)

See Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records. ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	50 years after year of final termination	Destroy	Permanent until further notice
<i>Transcripts</i>	50 years after year of final termination	Destroy	Those in JPOD are permanent until further notice, any others should be destroyed.
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, keep for 50 years after year of final termination.	Dispose of as per order of the court. If no order exists, keep for 50 years after year of final termination. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, keep for 50 years after year of final termination.	Dispose of as per order of the court. If no order exists, keep for 50 years after year of final termination. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	50 years after year of final termination	Destroy	Permanent until further notice
<i>Juror Questionnaires, Case Specific Questionnaires, and Uniform Juror Summons</i>	50 year after year of final termination (for originals, copies should be destroyed after selection)	Destroy	Permanent until further notice
<i>Juror Questions – submitted in court. Or during deliberation.</i>	50 years after year of final termination	Destroy	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

PAPER DOCUMENTS THAT MAY BE PURGED (prior to end of retention period)

Keep in mind if you cannot determine if it should be purged or kept, please ask someone. If that is not possible, it's better to keep it than to purge it.

- Entry of Appearance/Substitution of Counsel/Notice of Limited Appearance
- Notice to Set/Notice of Hearing
- Certificates
- Exhibit/Witness Lists
- Proposed Orders
- Writs of Garnishment (expired)

Juvenile - Paternity (JP/JV)

See Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records. ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	Semi-Permanent 50 years from year of filing excluding documents listed below for permanent retention.	Retain or image those documents that must be maintained permanently. All other documents should be destroyed.	Permanent until further notice
<i>Transcripts</i>	50 years from year of filing	Destroy	Those in JPOD are permanent until further notice, any others should be destroyed.
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, keep for 50 years from year of filing.	Dispose of as per order of the court. If no order exists, keep for 50 years from year of filing. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, keep for 50 years from year of filing.	Dispose of as per order of the court. If no order exists, keep for 50 years from year of filing. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	Semi-Permanent 50 years from year of filing	N/A	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

DOCUMENTS TO BE RETAINED PERMANENTLY

- Petition
- Order to Change Birth Certificate
- Parenting Plan

Juvenile - Relinquishments (JR)

See Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records. ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	Semi-Permanent 50 years from year of filing excluding documents listed below for permanent retention.	Retain or image those documents that must be maintained permanently. All other documents should be destroyed.	Permanent until further notice
<i>Transcripts</i>	50 years from year of filing	Destroy	Those in JPOD are permanent until further notice, any others should be destroyed.
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, keep for 50 years from year of filing.	Dispose of as per order of the court. If no order exists, keep for 50 years from year of filing. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, keep for 50 years from year of filing.	Dispose of as per order of the court. If no order exists, keep for 50 years from year of filing. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	Semi-Permanent 50 years from year of filing	N/A	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

DOCUMENTS TO BE RETAINED PERMANENTLY

- Petition
- Final Order

Juvenile - Support Cases (JS/JV)

See Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records. ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	20 years after the Juvenile turns 18	Destroy	Permanent until further notice
<i>Transcripts</i>	20 years after the Juvenile turns 18	Destroy	Those in JPOD are permanent until further notice, any others should be destroyed.
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, 20 years after the Juvenile turns 18.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, 20 years after the Juvenile turns 18.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	20 years after the Juvenile turns 18	Destroy per retention.*	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

PAPER DOCUMENTS TO BE RETAINED FOR IMAGING (prior to end of retention period)

Keep in mind if you cannot determine if it should be purged or kept, please ask someone. If that is not possible, it's better to keep it than to purge it.

- Petition/Amended Petitions
- Case Information Sheet
- Orders
- Orders for Support/Modified Orders
- Orders for Judgment
- Motions, Responses, Stipulations
- Writs of Garnishments
- Attachment of Earnings
- Filing regarding contempt (motions, citations, orders, etc.)

Juvenile - Truancy (JV)

See Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records. ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	Destroy after the Juvenile turns 20 (unless Juvenile is still under orders)	Destroy	Permanent until further notice
<i>Transcripts</i>	Destroy after the Juvenile turns 20	Destroy	Those in JPOD are permanent until further notice, any others should be destroyed.
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, after the Juvenile turns 20.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, after the Juvenile turns 20.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	After the Juvenile turns 20	Destroy per retention.*	Permanent until further notice
<i>Juror Questionnaires, Case Specific Questionnaires, and Uniform Juror Summons</i>	After the Juvenile turns 20 (for originals, copies should be destroyed after selection)	Destroy	Permanent until further notice
<i>Juror Questions - submitted in court. or during deliberation.</i>	After the Juvenile turns 20	Destroy	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

Juvenile – Other Cases (JV non- D&N or Truancy Cases)

Underage Marriage, Judicial Bypass, Genetic Exclusion, etc.

See **Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records.** ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	20 years after the Juvenile turns 18	Destroy	Permanent until further notice
<i>Transcripts</i>	20 years after the Juvenile turns 18	Destroy	Those in JPOD are permanent until further notice, any others should be destroyed.
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, 20 years after the Juvenile turns 18.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, 20 years after the Juvenile turns 18.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	20 years after the Juvenile turns 18	Destroy per retention.*	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

PAPER DOCUMENTS THAT MAY BE PURGED (prior to end of retention period)

Keep in mind if you cannot determine if it should be purged or kept, please ask someone. If that is not possible, it's better to keep it than to purge it.

- Entry of Appearance/Substitution of Counsel/Notice of Limited Appearance
- Notice to Set/Notice of Hearing
- Certificates
- Exhibit/Witness Lists
- Proposed Orders
- Writs of Garnishment (expired)

Misdemeanor (M)

M cases - DUI/DWAI, Sex Offenses or DV cases

This is based on the highest file charge either arrest, filed or amended. DUI/DWAI, Sex Offenses and DV cases are defined by statute. See glossary for more information.

See **Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records.** ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>M cases – DUI/DWAI, Sex offense cases (requiring registration as a sex offender) or DV charges</i>	20 years from year of filing	Destroy	Permanent until further notice
<i>Transcripts</i>	20 years from year of filing	Destroy	Those in JPOD are permanent until further notice, any others should be destroyed.
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, 20 years from the year of filing.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, 20 years from the year of filing.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	20 years from the year of filing	Destroy per retention.*	Permanent until further notice
<i>Juror Questionnaires, Case Specific Questionnaires, and Uniform Juror Summons</i>	20 years from year of filing (for originals, copies should be destroyed after selection)	Destroy	Permanent until further notice
<i>Juror Questions - submitted in court. or during deliberation.</i>	20 years from the year of filing	Destroy	Permanent until further notice
<i>Search Warrants connected to a particular case</i>	20 years from the year of filing	Destroy	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

PAPER DOCUMENTS TO BE RETAINED FOR IMAGING (prior to end of retention period)

Keep in mind if you cannot determine if it should be purged or kept, please ask someone. If that is not possible, it's better to keep it than to purge it.

- Register of Actions (paper ROA in the file, if there is one)
- Summons and Complaint (including officer notes)
- Probable Cause Affidavit
- Victim's Statement
- Motions w/Orders that impact charges or sentences
- Protection Order
- Mandates by higher courts
- Stipulations that impact charges or sentences
- Jury verdicts
- Stipulation for Deferred Sentence
- Judgment of Conviction / Mittimus
- Guilty Plea and Waiver of Rights
- Probation Documents - Orders, Terms & Conditions, Revocation Complaints, Termination Order
- Pre-sentence Investigations/Probation Reports
- Commit and Release Orders
- Dismissals

M cases - non-DUI/DWAI, Sex Offenses or DV cases

This is based on the highest file charge either arrest, filed or amended. DUI/DWAI, Sex Offenses and DV cases are defined by statute. See glossary for more information.

See **Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records.** ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>All other cases Court File/Documents</i>	4 years from the year of filing	Destroy	Permanent until further notice
<i>Transcripts</i>	4 years from the year of filing	Destroy	Those in JPOD are permanent until further notice, any others should be destroyed.
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, 4 years from the year of filing.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, 4 years from the year of filing.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	4 years from the year of filing	Destroy per retention.*	Permanent until further notice
<i>Juror Questionnaires, Case Specific Questionnaires, and Uniform Juror Summons</i>	4 years from the year of filing (for originals, copies should be destroyed after selection)	Destroy	Permanent until further notice
<i>Juror Questions - submitted in court. or during deliberation.</i>	4 years from the year of filing	Destroy	Permanent until further notice
<i>Search Warrants connected to a particular case</i>	4 years from the year of filing	Destroy	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

Mental Health Cases (MH)

MH cases – 72 hour holds and Evaluation cases

See Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records. ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	25 years from year of filing	Destroy	Permanent until further notice
<i>Transcripts</i>	25 years from year of filing	Destroy	Those in JPOD are permanent until further notice, any others should be destroyed.
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, keep for 25 years from year of filing.	Dispose of as per order of the court. If no order exists, keep for 25 years from year of filing. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, keep for 25 years from year of filing.	Dispose of as per order of the court. If no order exists, keep for 25 years from the year of filing. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	25 years from year of filing	Destroy	Permanent until further notice
<i>Juror Questionnaires, Case Specific Questionnaires, and Uniform Juror Summons</i>	25 years from year of filing (for originals, copies should be destroyed after selection)	Destroy	Permanent until further notice
<i>Juror Questions - submitted in court. or during deliberation.</i>	25 years from year of filing	Destroy	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

PAPER DOCUMENTS TO BE RETAINED FOR IMAGING (prior to end of retention period)

Keep in mind if you cannot determine if it should be purged or kept, please ask someone. If that is not possible, it's better to keep it than to purge it.

- M forms/Petition
- Evaluations
- Orders

MH cases - non-72 hour holds or Evaluation cases

This includes short term, long term, substance use disorder, imposition of legal disability and involuntary medication cases.

See **Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records.** ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	Permanent	N/A	N/A
<i>Transcripts</i>	Permanent	N/A	N/A
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, keep permanently.	Dispose of as per order of the court. If no order exists, keep permanently. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, keep permanently.	Dispose of as per order of the court. If no order exists, keep permanently. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	Permanent	N/A	N/A
<i>Juror Questionnaires, Case Specific Questionnaires, and Uniform Juror Summons</i>	Permanent (for originals, copies should be destroyed after selection)	N/A	N/A
<i>Juror Questions - submitted in court. or during deliberation.</i>	Permanent	N/A	N/A

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

Probate (PR)

PR Cases – Protective Proceedings – Adult Guardianship or Guardianship/Conservatorship cases

See Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records. ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	Permanent if active or 80 years from filing (if terminated or deceased)	N/A	Permanent until further notice
<i>Transcripts</i>	Permanent if active or 80 years from filing (if terminated or deceased)	N/A	Permanent until further notice
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, keep permanently if active or 80 years from filing (if terminated or deceased).	Dispose of as per order of the court. If no order exists, keep permanently if active or 80 years from filing (if terminated or deceased). *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, permanently if active or 80 years from filing (if terminated or deceased).	Dispose of as per order of the court. If no order exists, keep permanently if active or 80 years from filing (if terminated or deceased). *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	Permanent if active or 80 years from filing (if terminated or deceased)	N/A	Permanent until further notice
<i>Juror Questionnaires, Case Specific Questionnaires, and Uniform Juror Summons</i>	Permanent if active or 80 years from filing (if terminated or deceased) (for originals, copies should be destroyed after selection)	N/A	Permanent until further notice
<i>Juror Questions - submitted in court. or during deliberation.</i>	Permanent if active or 80 years from filing (if terminated or deceased)	N/A	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

PAPER DOCUMENTS THAT MAY BE PURGED (prior to end of retention period)

Keep in mind if you cannot determine if it should be purged or kept, please ask someone. If that is not possible, it's better to keep it than to purge it.

- Entry of Appearance/Substitution of Counsel/Notice of Limited Appearance
- Notice to Set/Notice of Hearing
- Certificates
- Exhibit/Witness Lists
- Proposed Orders
- Writs of Garnishment (expired)

Probate (PR)

PR Cases – Protective Proceedings – Adult Conservatorship only, Minor Guardianship, Minor Conservatorship, Minor Conservatorship/Guardianship and Single Transaction cases

See Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records. ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	5 years after year of termination	Destroy	Permanent until further notice
<i>Transcripts</i>	5 years after year of termination	Destroy	Those in JPOD are permanent until further notice, any others should be destroyed.
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, keep for 5 years after year of termination.	Dispose of as per order of the court. If no order exists, keep for 5 years after year of termination. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, keep for 5 years after year of termination.	Dispose of as per order of the court. If no order exists, keep for 5 years after year of termination. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	5 years after year of termination	Destroy	Permanent until further notice
<i>Juror Questionnaires, Case Specific Questionnaires, and Uniform Juror Summons</i>	5 years after year of termination (for originals, copies should be destroyed after selection)	Destroy	Permanent until further notice
<i>Juror Questions - submitted in court. or during deliberation.</i>	5 years after year of termination	Destroy	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

PAPER DOCUMENTS THAT MAY BE PURGED (prior to end of retention period)

Keep in mind if you cannot determine if it should be purged or kept, please ask someone. If that is not possible, it's better to keep it than to purge it.

- Entry of Appearance/Substitution of Counsel/Notice of Limited Appearance
- Notice to Set/Notice of Hearing
- Certificates
- Exhibit/Witness Lists
- Proposed Orders
- Writs of Garnishment (expired)

PR Cases - Trusts, Estates and Other Cases

See Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records. ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	Permanent	N/A	N/A
<i>Transcripts</i>	Permanent	N/A	N/A
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, keep permanently.	Dispose of as per order of the court. If no order exists, keep permanently. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, keep permanently.	Dispose of as per order of the court. If no order exists, keep permanently. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	Permanent	N/A	N/A
<i>Juror Questionnaires, Case Specific Questionnaires, and Uniform Juror Summons</i>	Permanent (for originals, copies should be destroyed after selection)	N/A	N/A
<i>Juror Questions - submitted in court. or during deliberation.</i>	Permanent	N/A	N/A

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

Wills

Record Title	Retention Period	Paper Records	Electronic Records
<i>Deposited Wills</i>	100 years	Destroy	Permanent until further notice.
<i>Deposited Will Receipts (acknowledgement provided to the parties)</i>	Once they are entered into the PMI, no need to retain.	After verifying it is in the PMI, destroy.	N/A
<i>Lodged Wills</i>	Permanent	N/A	N/A
<i>Probated Wills</i>	Permanent	N/A	N/A

Other Probate Documents

Record Title	Retention Period	Paper Records	Electronic Records
<i>Demands where no probate cases exists</i>	50 years	Destroy	Destroy

Infraction (R)

This applies to both civil and traffic infraction cases.

See **Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records.** ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	2 years from the year of filing	Destroy	Permanent until further notice
<i>Transcripts</i>	2 years from the year of filing	Destroy	Those in JPOD are permanent until further notice, any others should be destroyed.
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, 2 years from the year of filing.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, 2 years from the year of filing.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	2 years from the year of filing	Destroy per retention.*	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

Small Claims Cases (S)

See Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records. ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court File/Documents</i>	6 years from the year of filing	Destroy	Permanent until further notice
<i>Transcripts</i>	6 years from the year of filing	Destroy	Those in JPOD are permanent until further notice, any others should be destroyed.
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, 6 years from the year of filing.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, 6 years from the year of filing.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	6 years from the year of filing	Destroy per retention.*	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

Traffic Cases (T)

T cases - DUI/DWAI

DUI/DWAI cases are defined by statute. See glossary for more information.

See **Trial Court Records Retention** for general rules for determining if a record may be purged and definitions of paper and electronic records. ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>DUI/DWAI Cases Court File/Documents</i>	20 years from year of filing	Destroy	Permanent until further notice
<i>Transcripts</i>	20 years from year of filing	Destroy	Those in JPOD are permanent until further notice, any others should be destroyed.
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, 20 years from the year of filing.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, 20 years from the year of filing.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	20 years from the year of filing	Destroy per retention.*	Permanent until further notice
<i>Juror Questionnaires, Case Specific Questionnaires, and Uniform Juror Summons</i>	20 years from year of filing (for originals, copies should be destroyed after selection)	Destroy	Permanent until further notice
<i>Juror Questions - submitted in court. or during deliberation.</i>	20 years from the year of filing	Destroy	Permanent until further notice
<i>Search Warrants connected to a particular case</i>	20 years from the year of filing	Destroy	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

PAPER DOCUMENTS TO BE RETAINED FOR IMAGING (prior to end of retention period)

Keep in mind if you cannot determine if it should be purged or kept, please ask someone. If that is not possible, it's better to keep it than to purge it.

- Register of Actions (if there is one)
- Summons and Complaint (including officer notes)

- Probable Cause Affidavit
- Victim's Statement
- Motions w/Orders that impact charges or sentences
- Protection Order
- Mandates by higher courts
- Stipulations that impact charges or sentences
- Jury verdicts
- Stipulation for Deferred Sentence
- Judgment of Conviction / Mittimus
- Guilty Plea and Waiver of Rights
- Probation Orders, Terms & Conditions, Revocation Complaints, Termination Order
- Pre-sentence Investigations/Probation Reports
- Commit and Release Orders
- Dismissals

T cases – non-DUI/DWAI cases

DUI/DWAI cases are defined by statute. See glossary for more information.

See **Trial Court Records Retention for general rules for determining if a record may be purged and definitions of paper and electronic records.** ([LINK](#))

Record Title	Retention Period	Paper Records	Electronic Records
<i>All other cases Court File/Documents</i>	4 years from the year of filing	Destroy	Permanent until further notice
<i>Transcripts</i>	4 years from the year of filing	Destroy	Those in JPOD are permanent until further notice, any others should be destroyed.
<i>Hearing and Trial Exhibits</i>	Dispose of as per order of the court. If no applicable order exists, 4 years from the year of filing.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are admitted as an Exhibit in a hearing or trial.</i>	Dispose of as per order of the court. If no applicable order exists, 4 years from the year of filing.	Dispose of as per order of the court. If no order exists, destroy. *	Permanent until further notice
<i>In-Camera Review Records that are ordered to be part of the court file.</i>	4 years from the year of filing.	Destroy per retention.*	Permanent until further notice
<i>Juror Questionnaires, Case Specific Questionnaires, and Uniform Juror Summons</i>	4 years from the year of filing (for originals, copies should be destroyed after selection)	Destroy	Permanent until further notice
<i>Juror Questions - submitted in court. or during deliberation.</i>	4 years from the year of filing	Destroy	Permanent until further notice
<i>Search Warrants connected to a particular case</i>	4 years from the year of filing	Destroy	Permanent until further notice

* The clerk of the court shall provide notice that records will be disposed of by court order unless claimed within 35 days. For trial or hearing exhibits, notice shall go to each attorney of record or party. For in-camera record(s) notice shall go to the original custodian of the record.

Exhibits

Record Title	Retention Period	Paper Records	Electronic Records
<i>Exhibits filed in a particular case</i>	Refer to court record retention period for the specific case class; i.e. misdemeanor, criminal	Refer to court record retention period for the specific case class; i.e. misdemeanor, criminal	Refer to court record retention period for the specific case class; i.e. misdemeanor, criminal
<i>Unidentified Exhibits</i>	Need not be retained	Destroy	N/A

Instructions for Destruction of Exhibits

ALL EXHIBITS: Parties or original custodians of the exhibit shall be given an opportunity to claim the exhibit, once it has reached its retention requirements. DNA, drugs, weapons or other contraband may only be released to certain criminal justice agencies as detailed below. Notices may be electronically served or served by US mail via jPOD. Regular first-class postage or postcards are also permitted, provided a record is made of each mailing and response, if any.

DNA: Exhibits containing possible DNA should be released to the district attorney, the local police department, or the sheriff's department. **UNCLAIMED EXHIBITS HAVING HISTORICAL OR ARCHIVAL VALUE:** Such items shall be offered to the Colorado State Archivist, The Colorado Historical Museum, or a local museum.

UNCLAIMED EXHIBITS HAVING AN ESTIMATED MARKET VALUE OF \$500 OR MORE: Such items shall be delivered to the Colorado Surplus Property Agency, to be disposed of as surplus state property.

UNCLAIMED EXHIBITS HAVING AN ESTIMATED MARKET VALUE OF LESS THAN \$500: Such items may be delivered to the Colorado Surplus Property Agency, donated to a state institution, sold as scrap, destroyed, or disposed of as the court may deem appropriate.

WEAPONS: Weapons should be delivered to the district attorney, local police department, or the sheriff's department for ballistics use or for destruction.

DRUGS AND OTHER CONTRABAND: Drugs and other contraband should be released to the district attorney, the local police department, the sheriff's department, or the federal drug enforcement agency for destruction.

CASH: Any cash money that has been held as an exhibit for over two years should be receipted into the court's account as "unclaimed registry" (see fiscal procedures manual for further instruction).

HARDWARE (Thumb drives, cellphones, hard drives, tablets, etc.): If no one reclaims the exhibit, give to your local tech for destruction.

Jury Records

Record Title	Retention Period	Paper Records	Electronic Records
<i>Juror Questionnaires, Case Specific Questionnaires, and Uniform Juror Summons – Any Juror questionnaires completed by jurors who are assigned to a case and sent to a courtroom. This includes both the questionnaire on the summons document and any additional forms filled out by jurors.</i>	Refer to the retention period for the appropriate case class/type	Destroy in accordance with the guidelines for the appropriate case class/type	Permanent until further notice
<i>Juror Questionnaires and Uniform Juror Summons – completed by jurors that were not assigned to a case and not sent to a courtroom.</i>	Destroy immediately.	Destroy	N/A
<i>Juror Questions - submitted in court. or during deliberation. Written questions from jurors to judge during trial (questions for witnesses) or questions to the judge during deliberation. (These are part of the court record and should be maintained in the court file.)</i>	Refer to the retention period for the appropriate case class/type	Destroy in accordance with the guidelines for the appropriate case class/type	Permanent until further notice
<i>Juror Notes - notebooks. Written notes taken by jurors during trial and deliberations</i>	Destroy at the conclusion of the trial (C.R.C.P. 47 - comments section)	Destroy	N/A
<i>Undeliverable Juror Summonses</i>	Once entered in Jury system destroy	Destroy	N/A
<i>Juror Reimbursement Guidelines & Request for Juror Reimbursement</i>	3 prior fiscal years plus current fiscal year	Destroy	Destroy
<i>Jury Wheel (In the CMS, records made to create the wheel and any spreadsheets of wheels)</i>	5 years	Destroy	Destroy

Grand Jury Records

Examples of Grand Jury records include (but are not limited to): all questionnaires, any other documents shared with grand jurors regarding their service after they have reported for duty, any correspondence with grand jurors after they have reported for their service, any information about the grand jury process that is shared with grand jurors after check-in, FTR recordings or court reporter notes, grand jury instructions, evidence, the indictment or other outcomes from the grand jury.

Record Title	Retention Period	Paper Records	Electronic Records
<p><i>Grand Jury Records - All grand jury records should be retained starting from the point that the jurors check in for duty. Grand jury records include anything given to the grand jury as part of their work, anything they review and anything the grand jury gives to the court as part of the selection process or proceedings should be retained.</i></p>	<p>Permanent</p>	<p>N/A</p>	<p>N/A</p>
<p><i>Grand Jury Transcripts</i></p>	<p>Permanent</p>	<p>N/A</p>	<p>N/A</p>

Search Warrants

Record Title	Retention Period	Paper Records	Electronic Records
<i>Search Warrants not connected to a particular case by notice being filed by law enforcement or district attorney's office.</i>	3 years from the year of filing, unless placed in case file or introduced as exhibit	Destroy	Destroy
<i>Search Warrants connected to a particular case</i>	Refer to court record retention period for the specific case class; i.e. misdemeanor, criminal	Refer to court record retention period for the specific case class; i.e. misdemeanor, criminal	Permanent until further notice
<i>Facial Recognition Warrants</i>	3 years from the year of filing, unless placed in case file or introduced as an exhibit	Destroy	Permanent until further notice

Miscellaneous Court Records

Record Title	Retention Period	Paper Records	Electronic Records
<i>Wiretap information - application, order, recording, production of records, trap and trace, and pen registers</i>	Permanent or may be destroyed only after 10 years and with an order from the Court pursuant to §16-15-102(8), C.R.S.	N/A or Destroy	N/A or Destroy
<i>Annual Wiretap Reports</i>	Permanent	Transfer records more than 10 years old to State Archives.	Transfer records more than 10 years old to State Archives
<i>Modification of Crime of Violence Sentence Report</i>	Permanent 18-1.3-406(a)	N/A	N/A
<i>Application for Relief from Federal Firearms Prohibitions (JDF 35) including all accompanying documentation</i>	3 years from final determination by the State Court Administrator	Destroy	Destroy
<i>Supporting documentation submitted by conservator or guardian to Protective Proceedings Auditors at SCAO</i>	3 years from the date the audit report is filed with the court by the Protective Proceedings Auditors	Destroy	Destroy

Probation Records

Any work completed by probation personnel will fall under this section of the records retention manual. Including, but is not limited to, investigations, monitoring, supervision, and victim services work.

Upon closure of a case, Private Probation should return files to state probation for retention purposes. Record Titles, Retention and Authorized Destruction periods apply to both paper and digital records.

In instances where cases are closed by probation with administrative codes (e.g., absconder (AWO) and deported (DEPO), those cases should be retained for as long as the warrant is active or until the case is resolved with the Court.

Record Title	Retention Period	Paper Records	Electronic Records
<i>Court Ordered Reports (PSI Reports, AASR, JASR, etc.)</i>	If retained in the court file, refer to appropriate case class; if retained in probation files, follow probation schedule	If retained in the court file, refer to appropriate case class; if retained in probation files, follow probation schedule	If retained in the court file, refer to appropriate case class; if retained in probation files, follow probation schedule

Juvenile Probation Files

JD Cases

Record Title	Retention Period	Paper Records	Electronic Records
<i>Juvenile Probation Files except sex offender cases</i>	To age 21 or 2 years past the date probation terminates whichever is later	Destroy	Destroy
<i>Juvenile Probation Files - sex offender cases</i>	To age 21 or 2 years past the date probation terminates whichever is later	Destroy	Destroy

Adult Probation Files

CR, M and T cases

Record Title	Retention Period	Paper Records	Electronic Records
<i>Adult Probation Files - felony sex offender cases</i>	20 years after termination of probation	Destroy	Destroy
<i>Adult Probation Files - misdemeanor sex offender cases</i>	10 years after termination of probation	Destroy	Destroy
<i>Adult Probation Files not related to sex offender cases</i>	5 years after termination of probation	Destroy	Destroy
<i>Alcohol Evaluation Records</i>	3 years after termination of alcohol evaluation case	Destroy	Destroy

Appellate Court Records

Court of Appeals

Record Title	Retention Period	Paper Records	Electronic Records
<i>Original Pleadings, Briefs and Dispositional Orders or Opinions</i>	Permanent	Permanent	Permanent
<i>Records on Appeal</i>	Return original to lower court - C.A.R. 45(d)	Return original to lower court - C.A.R. 45(d)	Deleted after appeal is complete.

Supreme Court

Record Title	Retention Period	Paper Records	Electronic Records
<i>Original Pleadings, Briefs and Dispositional Orders or Opinions</i>	Permanent	Permanent	Permanent
<i>Records on Appeal</i>	Return original to lower court - C.A.R. 45(d)	Return original to lower court - C.A.R. 45(d)	Deleted after appeal is completed.

Historical Records

Record Title	Retention Period	Paper Records	Electronic Records
<i>Birth Records - delayed birth certificate</i>	Permanent	Transfer to State Archives	N/A
<i>Coroner Records</i>	Permanent	Transfer to State Archives	N/A
<i>Incorporation Records - city and town records</i>	Permanent	Transfer to State Archives	N/A
<i>Justice of the Peace Records</i>	Permanent	Transfer to State Archives	N/A
<i>Marriage Registers and supporting documents</i>	Permanent	Transfer to State Archives	N/A
<i>Land Registration and Title Records, Torrens Registration Records</i>	Permanent	Transfer to State Archives	N/A
<i>Mining Records</i>	Permanent	Transfer to State Archives	N/A
<i>Naturalization Records</i>	Permanent	Transfer to State Archives	N/A
<i>Welfare Records</i>	Permanent	Transfer to State Archives	N/A

Financial and Grant Records

Collections Documents

Documents Generated by Collections Investigators

Record Title	Retention Period	Paper Records	Electronic Records
RESTITUTION CASES - <i>Financial Affidavit, Worksheet, or Application for Payment Schedule concerning payment of fines, fees, costs or restitution by a person in a court case including all supporting documentation.</i>	one year after paid in full	Destroy	Destroy
CASES WITHOUT RESTITUTION - <i>Financial Affidavit, Worksheet, or Application for Payment Schedule concerning payment of fines, fees, costs or restitution by a person in a court case including all supporting documentation.</i>	One year after creation of the document	Destroy	Destroy
<i>Attachment of Earnings, Writ of Continuing Garnishment, Writ of Pending Levy, Satisfaction of Judgment, MIFP /Motion for Declaration of Indigence, including all supporting documentation, Special Reports</i>	One year after paid in full	Destroy	Destroy
<i>Transcript of Judgment and/or Lien</i>	20 Years*, or one year after paid in full, whichever is shorter	Destroy	Destroy

Court Bank Records (EG Court Registry, Special Accounts, Victim Fund/VALE)

Record Title	Retention Period	Paper Records	Electronic Records
Bank Account Reconciliations - including bank account statements, check registers, and ICON-held receipts reports (if applicable)	3 fiscal years plus the current fiscal year	Destroy	Documents saved to Network Drive can be deleted after the retention period - <i>Exception would be accounts that are not reconciled or where there is an issue</i>
Bank Adjustment Memos	3 fiscal years plus the current fiscal year	Destroy	Documents saved to Network Drive can be deleted after the retention period.
Daily Cash Balancing Records - including deposit slips, cash receipt records, credit card slips, wire transfers, E-filing payments, DOC checks, collection agency checks	3 fiscal years plus the current fiscal year	Destroy	Documents saved to Network Drive can be deleted after the retention period.
Debit/Credit Memos	3 fiscal years plus the current fiscal year	Destroy	Documents saved to Network Drive can be deleted after the retention period.
SCAO Monthly Fiscal Summary Packet	3 fiscal years plus the current fiscal year	Destroy	Documents saved to Network Drive can be deleted after the retention period - <i>Exception would be accounts that are not reconciled or where there is an issue</i>

Expenditure Records

Record Title	Retention Period	Paper Records	Electronic Records
<i>All vendor payment documentation not attached in CORE e.g. invoices, reimbursement requests, approval of payment</i>	3 fiscal years plus the current fiscal year - refer to grant section for extended archive requirements	Destroy	Permanent until further notice (the electronic records are saved and archived in CORE).

<i>Vendor W-9/W-8 Records</i>	Until attached by SCAO in CORE based upon IRS Regulations	Destroy	Electronic copies of W9's should be deleted immediately after attaching to vendor record in CORE system. (Records in CORE are permanent until further notice.)
<i>Juror W-9 Records</i>	As not attached in CORE, SCAO retain based upon IRS regulations	Destroy	Destroy

Fixed Assets Records

Record Title	Retention Period	Paper Records	Electronic Records
<i>Physical Inventory Records - including purchase and disposal documentation</i>	3 years after property is disposed	Destroy	Permanent until further notice.

Grant Records

Grants Received by the Judicial Department – District or SCAO

Record Title	Retention Period	Paper Records	Electronic Records
<i>Grant Applications - if unsuccessful</i>	1 year	Destroy	Destroy
<i>All records related to grants received from Federal Agencies and/or Federal pass through entities, including related financial records, programmatic records, correspondence, and files for clients served by the program</i>	3 years after submission of final grant report or until any pending audit, claim, or litigation has been resolved	Destroy	Permanent until further notice.

Grants Awarded by the SCAO - to a judicial district or other entity

Record Title	Retention Period	Paper Records	Electronic Records
<i>Grant Applications - unsuccessful</i>	6 months after submission or until any pending claim, or litigation has been resolved.	Destroy	Permanent until further notice.

Miscellaneous Financial Records

Record Title	Retention Period	Paper Records	Electronic Records
<i>Any other financial records not listed (e.g. JV, CR, ITI/ITA, Petty cash records, Depreciation schedules)</i>	3 fiscal years plus the current fiscal year Exception - Items should be held longer if there is an underlying issue, example suspected mishandling of petty cash fund. Records need to be kept 3 years after resolution of issue	Destroy	If the record is in CORE, permanent until further notice. If the record is kept on a judicial drive, destroy.

Budget Records

Record Title	Retention Period	Paper Records	Electronic Records
<i>Budget Requests</i>	3 years	Destroy	Permanent Until Further Notice
<i>Budget Work Papers</i>	3 years	Destroy	Permanent Until Further Notice

Purchasing Records

Purchasing Documents (RFB, RFI, RFP, RDQ, RFQ)

Solicitation Documents including all correspondence, evaluation materials, interview notes, etc., and vendor responses, submissions, quotes, and all other related records and materials. For items purchased with grant funds, see Grant section.

Record Title	Retention Period	Paper Records	Electronic Records
<i>Solicitation cancelled at any time prior to contract execution</i>	1 year after cancellation	Destroy	Destroy
<i>Documents related to successful vendor where contract executed</i>	6 years after the performance under the contract is completed or 6 years after the contract is terminated or 6 years after failed contract negotiations.	Destroy	Destroy
<i>Purchase Orders and Invoices - and all records related to the purchase order or invoice</i>	6 years after the performance under the contract is completed or 6 years after the contract is terminated	Destroy	Destroy
<i>Documents related to unsuccessful vendor where contract executed</i>	2 years after contract or PO signed with competing vendor	Destroy	Destroy
<i>Protests, protest records, & Judicial Department response</i>	1 year after contract or PO signed with competing vendor	Destroy	Destroy

Sole Source, Emergency Purchase and Cooperative Purchasing Documents

Record Title	Retention Period	Paper Records	Electronic Records
<i>Sole Source, Emergency Purchase, and Cooperative Purchasing Documents including all approvals, correspondence, and all other related records and materials</i>	If contract, 6 years after the end of the contract; if other expenditure record, (e.g. purchase order, invoice, etc.) 2 years after the current fiscal year.	Destroy	Destroy

Contracts and Copyrighted Material

Contracts

Record Title	Retention Period	Paper Records	Electronic Records
<i>Contracts - refers to any agreement between the Judicial Department and a third party, including memorandum of understanding, joint operating agreement, intergovernmental or interagency agreement, and independent contractor. This provision does not apply to employment contracts.</i>	6 years after the performance under the contract is completed or 6 years after the contract is terminated	Destroy	Permanent until further notice.
<i>Employment Contracts and Requests for Outside Employment - SEE PERSONNEL and PAYROLL for other related documents</i>	10 years after the contract expires or is terminated	Destroy	Permanent until further notice.

Copyrighted Material

Record Title	Retention Period	Paper Records	Electronic Records
<i>Original work of authorship to which the Judicial Department is entitled to copyright protection. Various forms; maintain in original form</i>	Permanent	N/A	N/A
<i>Permission granted to use Judicial Department copyrighted material</i>	Permanent	N/A	N/A
<i>License to publish Judicial Department copyrighted materials</i>	6 years after the expiration of the license	Destroy	Destroy

Human Resources Records

Pre-Employment Records

Record Title	Retention Period	Paper Records	Electronic Records
<i>Affirmative Action Questionnaires (retained in recruitment system)</i>	3 years	Destroy	Permanent until further notice
<i>Job Announcements/Postings (retained in recruitment system)</i>	3 years	Destroy	Destroy
<i>Applications w/any Attachments - not hired</i>	3 years	Destroy	Destroy
<i>Examination Records - such as interview notes, screen grid, tests, scores, reference checks</i>	3 years	Destroy	Destroy
<i>Criminal History Checks - not hired</i>	3 years	Destroy	Destroy

Personnel and Payroll Files

(for items with * - maintain only the most current version)

Record Title	Retention Period	Paper Records	Electronic Records
<i>401K Documents</i>	10 years after separation	Destroy	Destroy
<i>Application w/any Attachments (retained in Personnel Records System)</i>	10 years after separation	Destroy	Destroy
<i>Acknowledgement Checklist</i>	10 years after separation	Destroy	Destroy
<i>Acknowledgement of Focal Point Employee Policies and Personnel rules (retained in PRS Repository)</i>	10 years after separation	Destroy	Destroy
<i>Benefits Enrollment/Change* (retained in Benefits system)</i>	10 years after separation	Destroy	Permanent until further notice

<i>Combined Campaign Documents *</i>	10 years after separation	Destroy	Destroy
<i>Corrective Action - Remove from personnel file after 2 years, per Colorado Judicial System Personnel Rules - Retained in Personnel Records System</i>	10 years after separation	Destroy	Destroy
<i>Direct Deposit *</i>	10 years after separation	Destroy	Destroy
<i>Disciplinary Actions</i>	10 years after separation	Destroy	Destroy
<i>Emergency Information *</i>	10 years after separation	Destroy	Destroy
<i>Employment Contracts</i>	SEE CONTRACTS Section	N/A	Destroy
<i>Employment Status Form</i>	10 years after separation	Destroy	Destroy
<i>Leave Balances Report - year-end, signed by employee (retained in Judicial leave system)</i>	10 years after separation	Destroy	Destroy
<i>Payroll Computation Worksheets</i>	10 years after separation	Destroy	Destroy
<i>PERA Final 6-month Report</i>	10 years after separation	Destroy	Destroy
<i>PERA Member Information</i>	10 years after separation	Destroy	Destroy
<i>PERA Refund Request Verification - completed by employer</i>	10 years after separation	Destroy	Destroy
<i>Performance Appraisals – Signed Cover Sheet only</i>	10 years after separation	Destroy	Destroy
<i>Personnel Action Form</i>	10 years after separation	Destroy	Destroy
<i>Resignation Letter</i>	10 years after separation	Destroy	Destroy
<i>Short/Long Term Disability Correspondence</i>	10 years after separation	Destroy	Destroy
<i>Tax Authorizations Form*</i>	10 years after separation	Destroy	Destroy
<i>Training Records (Retained in Judicial learning management system)</i>	10 years after separation	Destroy	Destroy
<i>U.S. Savings Bond Payroll Savings Plan Documents *</i>	10 years after separation	Destroy	Destroy
<i>W-4 *</i>	10 years after separation	Destroy	Destroy

Reports/Other Source Documents

Record Title	Retention Period	Paper Records	Electronic Records
<i>Affirmative Action Plan</i>	2 years after the AAP year	Destroy	Destroy
<i>EEO-1 Report</i>	2 years after report was filed	Destroy	Destroy
<i>I-9 Forms (form only, not supporting documentation)</i>	3 years after separation	Destroy	Destroy
<i>Leave Requests (retained in Judicial leave system)</i>	3 years	Destroy	Destroy
<i>Leave Usage Reports (retained in Judicial leave system)</i>	3 years	Destroy	Destroy
<i>Monthly Time Reports (retained in Judicial leave system)</i>	3 years	Destroy	Permanent until further notice
<i>Payroll Expense Distribution Report - signed</i>	2 years after fiscal year of document	Destroy	Permanent until further notice
<i>Supervisor File</i>	Per Colorado Judicial System Personnel Rules	Destroy	Destroy
<i>Time Sheet (retained in Judicial leave system)</i>	3 years	Destroy	Permanent until further notice

Supplemental Employment Records

Record Title	Retention Period	Paper Records	Electronic Records
<i>Medical Documentation includes but not limited to FMLA, ADA, Workers' Compensation, STD, LTD, medical certification, etc. (retained in Personnel Records System)</i>	10 years after separation (workers' compensation – 10 years after separation or close of claim, whichever is later)	Destroy	Destroy
<i>Criminal History Checks – hired</i>	10 years after separation	Destroy	Destroy

<i>USERRA Documentation</i>	10 years after separation	Destroy	Destroy
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Facilities Records

Record Title	Retention Period	Paper Records	Electronic Records
<i>Americans with Disabilities Act (ADA) Files</i>	15 years	Destroy	
<i>Construction Budget Requests</i>	5 years	Destroy	
<i>Construction Plans - in-review</i>	1 year after approval or rejection of final plans	Destroy	
<i>As-Built Construction Plans and specifications</i>	Permanent or until the Judicial Department no longer inhabits the building	Destroy if the Judicial Department no longer inhabits the building	
<i>Construction Project Case Files</i>	Permanent or until the Judicial Department no longer inhabits the building	Destroy if the Judicial Department no longer inhabits the building	
<i>Appraisal Files</i>	Until superseded or obsolete	Destroy	
<i>Facilities Management Guidelines</i>	Until superseded or obsolete	Destroy	
<i>Space Utilization Reports</i>	Until superseded or obsolete	Destroy	
<i>Under-Construction Plans and specifications</i>	Until superseded or obsolete	Destroy	
<i>Building and Equipment Service Files</i>	3 years	Destroy	
<i>Maintenance Work Orders</i>	3 years	Destroy	
<i>Judicial review documentation and associated approval by the Chief Justice of the Colorado Supreme Court</i>	Permanent	N/A	

SCAO Miscellaneous Records

Record Title	Retention Period	Paper Records	Electronic Records
<i>Reports – reports sent to districts by a SCAO division (Examples include Data Integrity Reports, Annuals Statistics, Clean-up Projects, etc.)</i>	SCAO has the original report the report sent is considered a copy. Originals will be retained for 10 years. Copies should be destroyed when there is no business need for the report.	Destroy	Destroy
<i>Trainings</i>	10 Years from creation, unless that specific version is still an active training.	Destroy or convert to work product.	Destroy or convert to work product.
<i>Active JDF Forms (internal and external)</i>	Permanent	Permanent	Permanent
<i>Inactive JDF Forms (internal and external)</i>	10 years from when it was made inactive.	Destroy	Destroy
<i>Active Process Documentation (JRM, DDRM, Probation Standards, BBPs and other process related materials)</i>	Permanent	Permanent	Permanent
<i>Inactive Process Documentation (JRM, DDRM, Probation Standards, BBPs and other process related materials)</i>	10 years from when it was made inactive.	Destroy	Destroy

Note: DPS maintains various versions of (statewide) Terms and Conditions and Juvenile Affidavits as examples for the state. These are considered active documentation until all probationers subject to those TCOPs are terminated.

Glossary

Authorized Destruction – This column indicates of the records can be destroyed or should not be destroyed based on the retention period.

Court File/Documents – This is the paper file and includes all pleadings/records filed into the case, including exhibits or attachments to any pleadings.

Crimes of violence - Pursuant to 18-1.3-406(2)(a) C.R.S., a crime of violence (COV) means any of the following crimes committed, conspired to be committed, or attempted to be committed by a person during which, or in the immediate flight therefrom, the person: (A) Used, or possessed and threatened the use of, a deadly weapon; or (B) Caused serious bodily injury or death to any other person except another participant. This section applies to the following crimes: (A) Any crime against an at-risk adult or at-risk juvenile; (B) Murder; (C) First or second degree assault; (D) Kidnapping; (E) A sexual offense pursuant to part 4 of article 3 of Title 18; (F) Aggravated robbery; (G) First degree arson; (H) First degree burglary; (I) Escape; (J) Criminal extortion; or (K) First or second degree unlawful termination of pregnancy. "Crime of violence" also means any unlawful sexual offense as defined in 18-3-411(1), C.R.S., in which the defendant caused bodily injury as defined in 18-1-901(3)(c), C.R.S., to the victim or in which the defendant used threat, intimidation, or force against the victim. In order for a defendant to be sentenced to a COV under 18-1.3-406, C.R.S., the COV must be alleged in a separate court and found by the jury or by the court in the event there is no jury trial. Finally, the term "crime of violence" includes *per se* crime of violence (offense statute provides that a court must sentence the defendant in accordance with the provisions of 18-1.3-406, C.R.S., and the prosecution is not required to allege or prove the COV).

For the purposes of retention, crimes of violence will be determined if the charge is considered a crime of violence at the time the record is being reviewed for the appropriate retention period.

Deposited Will – A will deposited with the court during the person's (testator) lifetime, not filed into a PR case

Destroy – completely dispose of (can including throwing away or shredding (based on the contents of the item) —refer to Preface for more information about authorized methods of destruction)

DUI – DUI is charged under §42-4-1301(1)(a). Driving Under the Influence (DUI) is operating an automobile with a blood alcohol content of more than .08%.

DV - Pursuant to §18-6-800.3, C.R.S. "Domestic violence" (DV) means an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. DV can be attached to any crime committed under the circumstances of §18-6-800.3, C.R.S. In other words, DV is not a separate crime. It requires a judicial determination as to whether or not there are sufficient facts within a case to prove the elements of §18-6-800.3, C.R.S. For example, if a defendant is charged with a third-degree assault and the victim is the defendant's spouse, law enforcement can allege, and the Court can determine the crime is a crime of domestic violence.

DWAI - DUI is charged under §42-4-1301(1)(b). Driving While Ability Impaired (DWAI) is operating an automobile with a blood alcohol content of more than .05% and less than .08%

Electronic Record – An electronic record is any original document or record that exists in an electronic format within a judicial management system (i.e. case management system (JPOD), HR management system (TalentLink, JETERS, UKG), financial management system (CORE), contract management system (Forum), etc.)

Judicial Case Management System – Any electronic system in which data or documents are entered that becomes the official source of record for a court case, probation client or juror.

Juror Questions - Written questions from jurors to judge during trial (questions for witnesses) or questions to the judge during deliberation. These are part of the court record and should be maintained in the court file.

Juror Questionnaires, Case Specific Questionnaires, and Uniform Juror Summons – Any Juror questionnaires completed by jurors who are assigned to a case and sent to a courtroom. This includes both the questionnaire on the summons document and any additional forms filled out by jurors.

Lodged Will – A will lodged with the court after a person (testator) has died, not initially filed into a PR case.

Order - Anything with a Judicial Officer, Clerk of Court, Designee or other Court Personnel's' signature including any Motion, Objection, Response, Reply, Stipulation or other filing related to an Order that is not self-explanatory, e.g. an Order that does not contain the full context of the order and merely "Grants" a filing.

Original Document/Records – An original document or record is what the court, probation or division considers to be the original copy of the record. For court records, once a paper document is scanned and uploaded into the judicial case management system it becomes an electronic document and the electronic document is the original. If financial records are

attached in CORE (the State's Accounting System), a paper copy does not need to be retained, and the CORE copy is the original. This does not include original Will instruments.

Paper Records – A paper record is any original document that is in paper, micro film, microfiche, PaperVision, SharePoint or on personal computers.

Permanent – Lasting for all time.

Probated Will – A will that has been admitted to probate (filed as part of a probate case).

Protective Proceedings - A legal proceeding initiated to appoint a person to protect the person and/or the property of an individual who cannot effectively manage his or her own affairs. This includes the following case types: CG, CN, CR, CY, FO, FP, GA, GD, OT, SN, and UV.

Record Title – This column identifies the type of record that is being retained.

Retention Period – This column indicates the length of time a record needs to be retained pursuant to judicial policy.

Sex offenses - Sex offense cases are those cases where the defendant or juvenile is charged with a crime where there is an underlying factual basis of which involves unlawful sexual behavior or one of the following charges: 18-3-402, 18-3-403, 18-3-404, 18-3-405, 18-3-405.3, 18-3-405.5, 18-6-301, 18-6-302.

Transcripts – Transcripts are only official transcripts (not unedited version). This includes both those filed into cases on appeal and those stored by the court in any other mechanism (shared drive, SharePoint, thumb drive, etc.).