THE SUPERIOR COURT OF ARICONA
MARICOPA COUNTY

AMENDED
ADMINISTRATIVE ORDER
NO. 2001-86

IN RE THE ADMINISTRATION
OF THE MARICOPA COUNTY
JUVENILE COURT CENTER

JUVENILE
ADMINISTRATIVE
ORDER 2001- 14
(replaces #97-07)

RECORDS RETENTION AND DISPOSITION SCHEDULE
NON-DELINQUENCY MATTERS

The Juvenile Division of the Superior Court recognizes the requirements of the Records Retention and Disposition Schedule as captured in Supreme Court Administrative Order 91-13 regarding juvenile records. That authority specifically addresses "Abortion, Adoption, Custody, Dependencies, Indian, Miscellaneous Orders & Documents, Out-of-State Custody Registry and Other Unspecified Juvenile Cases," and says of these categories that "the juvenile court may order the destruction of these cases and they are not authorized for purging." The Court, acknowledging that microfilming of court records is an alternate medium for record retention which offers the most viable resolution to space storage congestion, authorizes the filming and disposal of these records.

IT IS ORDERED that the Clerk of the Superior Court may microfilm all dependency case records three years following the dismissal of the dependency petition as to all children.

IT IS FURTHER ORDERED that the Clerk of the Superior Court may microfilm adoption, adoption certification, severance, relinquishment, or any other miscellaneous juvenile case three years following the granting, denial, dismissal or expiration of the matter as to all children.

IT IS FURTHER ORDERED that following a quality control check to ensure the integrity of the microfilm, the hard copy files shall be disposed of in a confidential manner.

IT IS FURTHER ORDERED that associated paper exhibits, transcripts, and depositions are not required to be microfilmed, and shall be disposed of in a confidential manner following the microfilming of the case record.

IT IS FURTHER ORDERED that non-paper, material exhibits are not required to be photographed in any manner, and shall be disposed of following the microfilming of the case record.

IT IS FURTHER ORDERED that any sealed documents or sealed case files shall be microfilmed and stored on a separate roll of film, specifically labeled as sealed items, and not released to any person without an order from the juvenile court.

DONE November 27, 2001

Linda K. Scott
Judge of the Superior Court
Presiding Juvenile Court Judge
Maricopa County, Arizona

Original filed with the Clerk of the Court

Cc: All Juvenile Court Judges and Commissioners
Cheryln Townsend, Chief Juvenile Probation Officer
Arizona Supreme Court