

| Agency / Office | Description of Records | Disposition Authority Number (DAN) | Cut-off | In Office Retention | Records Center Retention | Total minimum Retention | Designation |
|---|---|------------------------------------|---------------|---------------------|--------------------------|-------------------------|------------------|
| Administrative Office Of The Courts - Office# 100 | Affidavits of Prejudice Legal form used to request change of judge in legal proceedings. | 72-11-02329 Rev.0 | Calendar Year | 48 Months | 24 Months | 6 Years | Non-Archival OPR |
| Administrative Office Of The Courts - Office# 100 | Belated Claims Letter to State Auditor forwarding documents (form numbers listed). REV 1 = retention reduced from 7 years per "OPR" retention adjustment form - 06/1975 | 75-06-11476 Rev.1 | Fiscal Year | 36 Months | 36 Months | 6 Years | Non-Archival OPR |
| Administrative Office Of The Courts - Office# 100 | Caseload Report - Administrator for the Courts Provides data by court level on the number of cases filed by type in the courts. | 86-06-37217 Rev.0 | Calendar Year | 48 Months | 24 Months | 6 Years | Non-Archival OFM |
| Administrative Office Of The Courts - Office# 100 | District Courts Indexing & Docketing Database Discs Purge entries for names not connected to a case in order to clean up DB for conversion to name-based indexing and retrieval. Purge entries for infractions and parking citations that have final dispositions dated at least 13 mths prior to the purge date. Docket reports for all purged infractions and citations will be printed on computer output MF (COM). The COM copies will be held for the duration of previously approved retention periods. Hardcopy of individual case docs will be held by the courts of record according to the current provisions of the State GS for District and Municipal Courts. | 91-MM-47625 Rev.0 | None | 0 Months | 0 Months | 0 Years | Non-Archival OPR |
| Administrative Office Of The Courts - Office# 100 | Employer-Judges & Judicial Retirement Monthly salary and retirement withholding report. REV 1 = retention reduced from 7 years per "OPR" retention adjustment form - 06/1975 | 75-06-11478 Rev.1 | Fiscal Year | 36 Months | 36 Months | 6 Years | Non-Archival OPR |
| Administrative Office Of The Courts - Office# 100 | Federal Grants - Tasks A record of revenue received from US government for federally subsidized programs. REV 1 = retention reduced from 7 years per "OPR" retention adjustment form - 06/75 | 71-11-07189 Rev.1 | Fiscal Year | 36 Months | 36 Months | 6 Years | Non-Archival OPR |
| Administrative Office Of The Courts - Office# 100 | Federal Income Tax Data | 73-08-02877 Rev.0 | None | 24 Months | 36 Months | 5 Years | Non-Archival OFM |

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| Administrative Office Of The Courts - Office# 100 | Fiscal Reports (Discontinued) | 73-08-02876 Rev.0 | None | 0 Months | 48 Months | 4 Years | Non-Archival OFM |
| Administrative Office Of The Courts - Office# 100 | General Documentation Including, but not limited to: minutes of meetings, agendas, narrative reports, and procedures. | 86-06-37214 Rev.0 | Fiscal Year | 48 Months | 24 Months | 6 Years | Archival OFM |
| Administrative Office Of The Courts - Office# 100 | MAS Activity Report Accounting by individual appropriations, unallotted, allotted and reserve; revenue also, disbursements, accruals and encumbrances by subprogram. | 75-07-12397 Rev.0 | Fiscal Year | 36 Months | 48 Months | 7 Years | Non-Archival OPR |
| Administrative Office Of The Courts - Office# 100 | MAS Chart of Accounts Break down of all chart of accounts by object and description. REV 1 = retention reduced by "OPR" Retention Adjustment Request from 7 years - 06/1975 | 75-07-12402 Rev.1 | Fiscal Year | 36 Months | 36 Months | 6 Years | Non-Archival OPR |
| Administrative Office Of The Courts - Office# 100 | MAS Conversion Cross Reference Coding sequence of fund, appropriation, program, object, S/object to section, debit and credit. | 75-07-12399 Rev.0 | Fiscal Year | 36 Months | 48 Months | 7 Years | Non-Archival OPR |
| Administrative Office Of The Courts - Office# 100 | MAS Estimated Revenue & Expenditure Report Budgeting of Revenue; and expenditures by object and source by subprogram. | 75-07-12401 Rev.0 | Fiscal Year | 36 Months | 48 Months | 7 Years | Non-Archival OPR |
| Administrative Office Of The Courts - Office# 100 | MAS Expenditure Analysis Recap Accounting by subprogram of allotment to date by object, disbursements, and allotments balance by object. Recap of subprogram into the one program. | 75-07-12400 Rev.0 | Fiscal Year | 36 Months | 48 Months | 7 Years | Non-Archival OPR |
| Administrative Office Of The Courts - Office# 100 | MAS Expenditures Analysis Accounting by subprogram of allotment to date by object, disbursements, accrual and encumbrances, and allotment balances by object. | 75-07-12398 Rev.0 | Fiscal Year | 36 Months | 48 Months | 7 Years | Non-Archival OPR |
| Administrative Office Of The Courts - Office# 100 | MAS Status Reports Accounting summary of appropriation, allotments. Expenditures and estimated expenditures by program and subprogram - form SF A44. | 75-07-12396 Rev.0 | Fiscal Year | 36 Months | 48 Months | 7 Years | Non-Archival OPR |
| Administrative Office Of The Courts - Office# 100 | Minutes of Judicial Council Meetings | 73-08-02880 Rev.0 | None | 900 Months | 0 Months | 75 Years | Non-Archival OFM |

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| Administrative Office Of The Courts - Office# 100 | Official Correspondence Correspondence from and to political persons and other public officials. | 86-06-37216 Rev.0 | Fiscal Year | 48 Months | 24 Months | 6 Years | Archival OFM |
| Administrative Office Of The Courts - Office# 100 | Papers of Executive Direction Including, but not limited to papers reflecting advice from superiors, subalterns, or dispensed to others; directives and policy statements; briefing or presentation material or survey data. | 86-06-37215 Rev.0 | Fiscal Year | 48 Months | 24 Months | 6 Years | Archival OFM |
| Administrative Office Of The Courts - Office# 100 | Payroll Action Reports Payroll action reports. See schedule for complete list of forms and documents. | 82-04-29821 Rev.0 | Calendar Year | 48 Months | 0 Months | 4 Years | Non-Archival OFM |
| Administrative Office Of The Courts - Office# 100 | Payroll and Related Costs | 73-08-02878 Rev.0 | None | 60 Months | 0 Months | 5 Years | Non-Archival OFM |
| Administrative Office Of The Courts - Office# 100 | Payroll, Individual Records Annual individual payroll documents. See schedule for complete list of forms and documents. | 82-04-29820 Rev.0 | Calendar Year | 900 Months | 0 Months | 75 Years | Archival OFM |
| Administrative Office Of The Courts - Office# 100 | Purchase Index | 73-08-02879 Rev.0 | None | 900 Months | 0 Months | 75 Years | Non-Archival OFM |
| Administrative Office Of The Courts - Office# 100 | Report of Examination-State Examiner State Examiner reports and replies. REV 1 = retention reduced from 7 years per "OPR" retention adjustment form - 06/1975 | 75-06-11479 Rev.1 | Fiscal Year | 36 Months | 36 Months | 6 Years | Non-Archival OPR |
| Administrative Office Of The Courts - Office# 100 | Sentencing Guidelines Form used by the courts to develop methodology for determining sentencing guidelines for the courts. | 86-06-37218 Rev.0 | Calendar Year | 48 Months | 24 Months | 6 Years | Non-Archival OFM |
| Administrative Office Of The Courts - Office# 100 | State and Federal Tax Reports A record of employee's tax deduction & employer contributions. REV 1 = reduce retention from 10 years per "OPR" retention adjustment form - 06/1975 | 71-11-07188 Rev.1 | Fiscal Year | 36 Months | 36 Months | 6 Years | Non-Archival OPR |
| Administrative Office Of The Courts - Office# 100 | Superior Court Judges Payroll Information All payroll information recorded on each Superior Court Judge. REV 1 = reduce retention from PERM per "OPR" retention period adjustment form - 06/1975 | 72-11-02318 Rev.0 | Fiscal Year | 36 Months | 36 Months | 6 Years | Archival OPR |

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| Administrative Office Of The Courts - Office# 100 | Superior Court Judges' Payroll Cards Record of all payroll transactions between Admin. for the Courts & Superior Court Judges. | 72-11-02317 Rev.0 | Fiscal Year | 36 Months | 84 Months | 10 Years | Non-Archival OFM |
| Administrative Office Of The Courts - Office# 100 | Year to Date Register Cumulation of gross payroll, withholding report. REV 1 = retention reduced from 7 years per "OPR" retention adjustment form - 06/1975 | 75-06-11477 Rev.1 | Fiscal Year | 36 Months | 36 Months | 6 Years | Non-Archival OPR |
| Administrative Office Of The Courts - Office# 200 | General Documentation | 92-02-49934 Rev.0 | Calendar Year | 48 Months | 24 Months | 6 Years | Archival OFM |
| Administrative Office Of The Courts - Office# 200 | Official Correspondence | 92-02-49933 Rev.0 | Calendar Year | 24 Months | 876 Months | 75 Years | Non-Archival OFM |