

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MOHAVE

FILED  
BY: *VE*  
04 JUN 18 PM 2:28  
VIRGINIA L. LANE  
SUPERIOR COURT CLERK

IN THE MATTER OF:

ADOPTION OF A RECORDS RETENTION )  
RETENTION AND DISPOSITION )  
SCHEDULE FOR THE SUPERIOR )  
COURT PERSONNEL OFFICE )  
\_\_\_\_\_ )

ADMINISTRATIVE ORDER  
2004-10

WHEREAS, there is a need to establish a records retention and disposition schedule to identify the length of time records of the Superior Court Personnel Office are to be retained prior to destruction.

WHEREAS, the Superior Court Personnel Office has sought input from the Administrative Office of the Courts and has worked with the Records Management Division of the Arizona State Library, Archives and Public Records Division to develop the attached records retention and disposition schedule.

IT IS ORDERED, that the attached records retention and disposition schedule be adopted for use by the Superior Court Personnel Office effective this date.

DATED this 18<sup>th</sup> day of June, 2004.



Honorable Robert R. Moon, Presiding Judge  
Mohave County Superior Court

Original filed with the Clerk of the Superior Court in Mohave County

# RECORDS RETENTION AND DISPOSITION SCHEDULE

Arizona State Library, Archives and Public Records

RECORDS MANAGEMENT DIVISION

1919 West Jefferson Street

Phoenix, Arizona 85009

Phone: 602-542-3741 Fax: 602-542-3890

E-mail: rmd@lib.az.us

*Preserving  
Arizona*  
PROVIDING ACCESS

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State Agency Password	Political Subdivision <b>Mohave County</b>	Agency Name <b>Mohave County Superior Court</b>	
Org. Unit/Division	Office <b>Personnel Office</b>	Phone <b>928-718-4928</b>	
Address <b>401 E. Spring Street (P.O. Box 7000)</b>		City <b>Kingman</b>	State   Zip <b>AZ   86402</b>
Submitted By (Name) <b>Linda Yarbrough</b>	Title <b>Superior Court Personnel Manager</b>	Signature <i>Linda Yarbrough</i>	

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. RETENTION (YR.)			REMARKS (Include start point of retention.)	
		Code	Off.	R.C. Total		
1.	Employee personnel Files: a. Official files (the content of this file is determined by Judicial Merit Rule 105) b. Supervisor's work files		-	-	5 6mo	After calendar year of termination of service. (29 CFR 1627.3) After termination or transfer.
2.	Statistical listings and reports		-	-	-	Dispose of after superseded.
3.	Position descriptions		-	-	3	After superseded or position abolished.
4.	Position classification/reclassification records		-	-	3	After classification request is acted on.
5.	Employee complaint, grievance & investigation files (confidential)		-	-	3	After action taken or grievance resolved.
6.	Employee medical records, pre-employment physicals, drug screens, etc.		-	-	30	After termination of employment (29 CFR 1910.20) these records must be retained separately from the employee personnel file.
7.	Judicial Merit System Rules		-	-	-	After superseded.
8.	Reduction in force records including computation documents and recap. Summaries		-	-	5	After RIF (lay-off) is completed.
9.	Hiring records including application, selection, promotion and interview records, test scores, EEO statistical sheets, etc.		-	-	2	After calendar year received or prepared. (29 CFR 1602.31)
10.	Judicial Merit Commission		-	-	3	After calendar year prepared.
11.	Completed form I-9 (proof of legal residency in U.S.A.)		-	-	1	After employee terminated employment, but no less than 3 years after date of hire. (8 CFR 274a.2)
12.	COJET Training Records		-	-	5	After calendar year prepared. Administrative Order 99-08

Approved by: <i>Gladys Ann Wells</i> Director, Arizona State Library, Archives and Public Records	Approval Date: <b>JUN 04 2004</b>
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# RECORDS RETENTION AND DISPOSITION SCHEDULE

State Agency Password	Political Subdivision <b>Mohave County</b>	Agency Name <b>Mohave County Superior Court</b>
Org. Unit/Division	Office <b>Personnel Office</b>	

Pursuant to ARS § 41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation or are necessary for an audit, keeping records beyond their retention periods is illegal. If you believe that special circumstances warrant the extension of any of these retention periods, records should be kept longer than the period listed below. If any of these record series may be appropriate for transfer, should be transferred to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the State Library Records Management Division has the authority to create or change retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
13.	Policy & Procedure working files		-	-	1	After superseded.
14.	General Correspondence		-	-	2	After created or received.
15.	Reference Materials		-	-	-	After reference value served.
16.	Administrative Hearing, EEOC Complaint Files		-	-	3	After closed.
17.	Records Retention Schedules		-	-	-	Until superseded.
18.	Reports of Record Destruction (office copy)		-	-	2	After date of report.
19.	Timesheets, leave records (office copy)		-	-	1	After calendar year reported.
20.	Criminal Background, ACJIS, NCIC, Fingerprint checks, Credit checks (confidential)					
	a. Hired		-	-	5	After termination of employment.
	b. Not Hired		-	-	2	After calendar year received or prepared.

Approved by:	Approval Date: <div style="text-align: right;">JUN 11 2010</div>
Director, Arizona State Library, Archives and Public Records	