

CLERK OF DISTRICT COURT

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
ADMINISTRATION RECORDS		
15913	Computer Operating System Data	Retain until system to which data relates is obsolete, then destroy at discretion.
15910	District Court Report to Supreme Court	Retain District Court Report until verified against the Supreme Court Report, then destroy.
15909	General Correspondence	Evaluate for legal, administrative and historical value for transfer to State Archives. Destroy remaining records at discretion of Clerk of District Court.
15911	Inventory Records and Reports	Retain input records until verified against the printout/inventory report, then destroy at discretion. Retain printout/inventory report until superseded, then destroy at discretion.
15912	Machine Readable Records/Data Files	Retain the same period of time as the documents containing the same information have been retained or approved for disposal, unless the data has been printed, or the same records are available and can be easily referenced, then destroy the data files.
COURT RECORDS		
15896	Adoption File	Permanent or transfer sealed file to State Archives; or with court order, microfilm and destroy.
15906	Bond, Administrator/Executor and Guardianship/Conservatorship	Retain 3 years after probate case is closed, then destroy.
15887	Case File - Civil, Criminal and Probate (Includes Payment Records)	Permanent or transfer to State Archives (confidential records shall be sealed); or retain 5 years, microfilm and destroy.
15888	Case File Index	Permanent in office.
15905	Coroner's Report	Retain 5 years, then transfer to State Archives for preservation or destruction.

COURT RECORDS (cont.)

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15895	Court Journal	Permanent or transfer to State Archives; or retain 5 years, microfilm and destroy court journals that are dated 1960 to current.
15904	Court Reporter's Stenographic Notes	Retain 10 years after the hearing if no transcript has been requested, or 10 years after a transcript has been furnished, then destroy. W.S. 5-3-403, 1977.
15890	Daily Docket Entries - Civil, Criminal and Probate	Retain 5 years, then destroy.
15889	Docket - Civil, Criminal and Probate	Permanent or transfer to State Archives; or retain 5 years, microfilm and destroy dockets that are dated 1960 to current.
15897	Grand Jury Records	Permanent or transfer sealed records to State Archives; or with court order, microfilm and destroy.
15902	Juror Journal	Retain 5 years, then destroy.
93-285	Jury Questionnaire	Retain 6 months, then destroy
15903	Jury List	Retain 4 years, then destroy.
15892	Juvenile Case File Index	Permanent in office.
15894	Juvenile Daily Docket Entries	Retain 5 years, then destroy.
15893	Juvenile Docket	Permanent or transfer to State Archives; or retain 5 years and with court order microfilm and destroy dockets that are dated 1960 to current.
15891	Juvenile Case File	Permanent or transfer to State Archives; or retain 5 years and with court order, microfilm and destroy.
15908	Nonprobated Will Index	Permanent or transfer to State Archives.
03-187	Search Warrants	Retain 10 years, then destroy after review by District Court Judge.
COURT RECORDS (cont.)		
94-471	Surety or Property Bonds for Performance of Duty	Retain 10 years after expiration date, then destroy if no claims are pending.

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15907	Wills, Probated and Nonprobated	Permanent or transfer to State Archives.												
96-233	Workers' Compensation Case Files, Docket Books, Journals and Indexes	1992 and earlier: Retain 8 years, then destroy. 1993 to current: Retain until January 1, 1997, then destroy. (Supersedes AR-1 #15898, #15899, #15900 and #15901)												
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;"><u>Claims Filed</u></th> <th style="text-align: center;"><u>Destruction Date</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">1988</td> <td style="vertical-align: top;">January 1, 1997</td> </tr> <tr> <td style="vertical-align: top;">1989</td> <td style="vertical-align: top;">January 1, 1998</td> </tr> <tr> <td style="vertical-align: top;">1990</td> <td style="vertical-align: top;">January 1, 1999</td> </tr> <tr> <td style="vertical-align: top;">1991</td> <td style="vertical-align: top;">January 1, 2000</td> </tr> <tr> <td style="vertical-align: top;">1992</td> <td style="vertical-align: top;">January 1, 2001</td> </tr> </tbody> </table>	<u>Claims Filed</u>	<u>Destruction Date</u>	1988	January 1, 1997	1989	January 1, 1998	1990	January 1, 1999	1991	January 1, 2000	1992	January 1, 2001	
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FISCAL RECORDS		
15917	Bank Statements and Deposit Slips of Clerk of Court	Retain 3 years, then destroy.
15916	Budget Records	Retain 3 years, then destroy.
15918	Canceled Checks and Check Stubs of Clerk of Court	Retain 6 years, then destroy.
15914	County Accounting System Input Records	Retain 3 years, then destroy.
15915	County Accounting System Output Reports	Retain 3 years, then destroy.
15920	Daily Receipts and Disbursements Balance Sheet	Retain 3 years, then destroy.
02-050	POSSE Reports	Retain 3 years, then destroy.
15919	Receipts from Office of Clerk of Court	Retain 3 years, then destroy.

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PERSONNEL RECORDS		
15921	Personnel File	Retain until separation, then transfer records containing employment and salary history to county centralized personnel department or State Archives. Destroy at discretion remaining records and records which are duplicated by a county centralized personnel department.
15922	Unsuccessful Application for Employment	Retain 2 years, then destroy