

1 State of Arkansas
2 90th General Assembly
3 Regular Session, 2015
4

A Bill

HOUSE BILL 1463

5 By: Representative Bennett
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For An Act To Be Entitled

8 AN ACT CONCERNING THE DISTRICT COURT RECORD RETENTION
9 SCHEDULE; AND FOR OTHER PURPOSES.
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Subtitle

11 CONCERNING THE DISTRICT COURT RECORD
12 RETENTION SCHEDULE.
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17 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:
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19 SECTION 1. Arkansas Code § 16-10-211(a), concerning a district court's
20 record retention schedule, is amended to read as follows:

21 (a) All towns, cities, and counties of the State of Arkansas shall
22 maintain records for the district courts and are to:

23 (1) Permanently maintain:

24 (A) Case indices for all district courts;

25 (B) Case dockets for all district courts;

26 (C) Active warrants;

27 (D) Waivers;

28 (E) Expungement and sealed records;

29 (F) Files concerning convictions under the Omnibus DWI
30 Act, § 5-65-101 et seq.; and

31 (G) Domestic battering files;

32 (2) Maintain for a period of at least seven (7) years and in no
33 event dispose of before being audited:

34 (A) Complete case files and written exhibits for all
35 district courts, not including civil or small claims division cases in which
36 the judgment is not satisfied;



- 1 (B) Show cause orders;
- 2 (C) Case information, including arrest reports and
- 3 affidavits; and
- 4 (D) Files concerning cases resulting in a suspended
- 5 imposition of sentence; and
- 6 (3) Maintain for a period of at least three (3) years and in no
- 7 event dispose of before being audited:
 - 8 (A) Bank reconciliations;
 - 9 (B) Check book registers and check listings;
 - 10 (C) Cancelled checks;
 - 11 (D) Bank statements;
 - 12 (E) Receipts;
 - 13 (F) Deposit collection records;
 - 14 (G) Receipts listings;
 - 15 (H) Distribution reports;
 - 16 (I) Receipt and disbursement journals;
 - 17 (J) Time payment records;
 - 18 (K) Citation book logs;
 - 19 (L) Citation books from each police department and
 - 20 sheriff's office;
 - 21 (M) Served, recalled, or quashed arrest warrants;
 - 22 (N) Copies of citations;
 - 23 (O) Alternative service or community service time sheets;
 - 24 (P) Uniform filing fees collection remittance forms and
 - 25 fine report; ~~and~~
 - 26 (Q) Miscellaneous fee and fine collection reports; and
 - 27 (R) Served or unexecuted search warrants.

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30 **APPROVED: 03/20/2015**

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