

State of Arkansas  
90th General Assembly  
Regular Session, 2015

# A Bill

HOUSE BILL 1463

By: Representative Bennett

## For An Act To Be Entitled

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

## Subtitle

CONCERNING THE DISTRICT COURT RECORD  
RETENTION SCHEDULE.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

SECTION 1. Arkansas Code § 16-10-211(a), concerning a district court's  
record retention schedule, is amended to read as follows:

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

(1) Permanently maintain:

(A) Case indices for all district courts;

(B) Case dockets for all district courts;

(C) Active warrants;

(D) Waivers;

(E) Expungement and sealed records;

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

(G) Domestic battering files;

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

(A) Complete case files and written exhibits for all  
district courts, not including civil or small claims division cases in which  
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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