

## Records Retention

### Resources:

- [UCJA Rule 4-202.01](#), [UCA 78A-2-217](#) [UCA 34-40-201](#),
- [UCJA Appendix F, Utah State Courts Records Retention Schedule](#)
- [Section 03-03.00 Journal Closing](#) [Section](#)
- [Excel Records Retention Chart](#) reflects all levels of court
- Links to PDF versions of document retention by court level: [District](#), [Juvenile](#), [Appellate](#), [AOC](#), [Law Library](#)
- Example [“Check Out Record” Form](#)

### Policy:

1. Any record that is removed from a court site for temporary reasons (e.g. external reviews) should be documented on a “check out” form.
2. To comply with Rule 4-202.01, accounting records may be kept longer than the minimum time required, but must not be discarded earlier than the minimum time required.
3. The records for the current fiscal year, plus complete records for the prior four fiscal years are to be retained. At the end of the current fiscal year, records over four years old may be discarded.
4. Records should be readily available for audit. If there are unresolved discrepancies (or an audit) involving these records during the fourth year, retain the records for one additional year.
5. The purpose of the “Records Retention Chart” is to reflect the various ways documents can be stored effective November 5, 2018. It isn’t intended to capture older documents as they should remain as previously stored for that 4 year retention period. Due to limited network space, documents should not be stored in two different places.
6. Contact the Finance Department for access to restricted shared drives: N, T & R. The destruction of documents in highlighted columns are restricted to specific AOC personnel.
7. **Regarding Google Docs:** Since Google documents are ultimately retained/stored only under the “owner’s name,” the owner of the email account (i.e. [4thDistrictProvo@utcourts.gov](mailto:4thDistrictProvo@utcourts.gov)) shall be the clerk of court. Documents can only be shared, not the ownership transferred. This process allows access as required the four year retention, and when necessary shared with audit. Destruction of documents in the google drive is restricted to the clerk of court or designee.
8. The following documents **should not** be scanned to CORIS/CARE
  1. Returned Envelopes
  2. Trust Check Copies

This link reflects the Excel Sheet of all levels of court, according to designated tabs: [RECORDS RETENTION CHART](#)  
See also individual pdf documents: [District](#), [Juvenile](#), [Appellate](#), [AOC](#), [Law Library](#)