

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;



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

**APPROVED: 03/20/2015**