

Stricken language would be deleted from and underlined language would be added to present law.

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.