



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF ARIZONA

In the matter of

MAINTENANCE AND DISPOSITION  
OF DOCUMENTS, CASES, AND  
PAPER EXHIBITS FILED UNDER  
SEAL IN JUVENILE AND  
CRIMINAL MATTERS;  
MAINTENANCE AND DISPOSITION  
OF GRAND JURY RECORDS.

GENERAL ORDER 03-07

With approval of the Court and in the interest of promoting the efficient maintenance and long term storage of records,

**IT IS ORDERED** that the Clerk of Court is hereby authorized to cause *sealed* paper documents meeting the following criteria to be digitally imaged and subsequently destroyed, where practical to do so and unless otherwise stated or ordered by the court:

**Original Documents/Records to Image**

**Disposition of Paper Records**

Any sealed documents or paper exhibits on record in any criminal case filed prior to 1995.

Destroy after imaging process and after case has been terminated for at least five years.

Any sealed criminal case record which was filed prior to 1995.

Destroy after imaging process and after case has been terminated for at least five years.

Juvenile case records<sup>1</sup>

Destroy after imaging process and ten years after date of last action.

Grand Jury proceedings<sup>2</sup>, destroyed without imaging, five years after date of last action.

<sup>1</sup>According to the *Guide to Judiciary Policies and Procedures*, Volume XIII, Chapter XVII, Records Management Policies - Part A, Disposition Schedule 2, Section A.(2)(a), records sealed for protection of the defendant under 18 U.S.C. 5038 may be disposed as directed by the court.

<sup>2</sup>According to the *Guide to Judiciary Policies and Procedures*, Volume XIII, Chapter XVII, Records Management Policies - Part A, Disposition Schedule 2, Section A.(13)(b), grand jury proceedings may be disposed as directed by the court.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

**IT IS FURTHER ORDERED** directing the Clerk to assure that all documents stored electronically are capable of being printed as paper without loss of content or material alteration of appearance. The Clerk must also assure that the device used (CD-ROM) to store the digital images contains an index to facilitate ease in locating imaged records. The compact disks are to be stored in a secured area and no copies of the digital images are to reside on any computer hard drive or network drives. Access to the compact disks and display of the digital images stored thereon will be limited to staff designated by the Clerk and who have authorized access to sealed records.

DATED this 14 day of April, 2003.

  
\_\_\_\_\_  
Stephen M. McNamee  
Chief United States District Judge