From: mpresler@co.douglas.wa.us [mailto:mpresler@co.douglas.wa.us]
Sent: Tuesday, June 25, 2013 10:50 AM
To: Jan.Nutting@COURTS.WA.GOV
Cc: Lynne Campeau
Subject: RE: [DMADMIN] FW: GR 15 Draft Amendment and Extension of Comments Deadline for CLJ Retention of Records Amendment

Jan,

I have a comment about item D below.

> **V. RETENTION OF COURT RECORDS BY COURTS OF LIMITED JURISDICTION***
>
> **A.** Courts of Limited Jurisdiction in the State of Washington, utilizing or providing data to JIS, shall retain court records, as defined by GR 31, in accordance with this policy. Courts of Limited Jurisdiction:
>
> **1.** Are not required by law to maintain all court records in perpetuity.
>
> **2.** Shall not archive electronic court records in the Judicial Information System.
>
> **3.** The Judicial Information System shall destroy specified court records in accordance with the attached retention schedule.
>
> **B.** Destruction of court records maintained in electronic form in the JIS system shall be automated based upon the attached retention schedule.
>
> **C.** AOC ISD shall provide a monthly Destruction of Records Report to Limited Jurisdiction Courts. The Destruction of Records Report shall be utilized by Limited Jurisdiction Courts as a records management tool to assist in timely destruction of court records maintained in paper form as set forth in the attached retention schedule.
>
> **D.** A judge may order that a specific record shall not be purged. The court shall enter specific findings on the record supporting its decision.

Concerning item D above, I would like to request an addition of "A judge may order or have in place a policy that a specific record shall not be purged. The court shall enter specific findings on the record supporting its decision or follow the policy as set forth and signed by the judge."

We currently have a policy in place that we archive imaged files for DUI, DV, No Contact Order Violations (cases that can in the future become the bases for a felony).

I didn't see an email for Stephanie Happold.

Marcella Presler
Court Administrator

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