



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Clerk of The Supreme Court

Agency: Clerk of The Supreme Court		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2003-04	<b>CLOSED CRIMINAL CASES OF THE STATE SUPREME COURT AND COURT OF APPEALS</b> Cases that have had final disposition by the State Supreme Court or Court of Appeals, with any review either unsought, or denied. Most records are now either born-digital or converted from hard-copy via imaging, but some may be microfilmed or remain in hard-copy format due to the difficulty of duplicating that particular exhibit type. Hard-copies are also preserved for an extra fifteen years before final disposition, for ease of use by courts and attorneys in appeals and related cases. Retention based on Administrative Rule 7, Indiana Rules of Court - State.	Ninety (90) days after final disposition with review either unsought or denied, unless original format prevents conversion, MICROFILM according to 60 IAC 2 or IMAGE according to IARA imaging standards. After verification of film or electronic records for completeness and legibility, TRANSFER the following to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles: original negative roll or one (1) copy of all electronic records in a format approved by Indiana Archives staff. TRANSFER hard copies to the RECORDS CENTER five (5) years after final disposition with review either unsought or denied. After an additional fifteen (15) years in the RECORDS CENTER, TRANSFER any hard-copy records that could not be imaged or filmed to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, then DESTROY remaining hard-copies.
2	2003-05	<b>CLOSED CIVIL CASES OF THE COURT OF APPEALS AND TAX COURT</b> Cases that have had final disposition by the State Supreme Court, Court of Appeals or Tax Court. Most records are now either born-digital or converted from hard-copy via imaging, but some may be microfilmed or remain in hard-copy format due to the difficulty of duplicating that particular exhibit type. Hard-copies are also preserved temporarily after imaging for potential return to the civil parties who paid for their creation. Retention based on Administrative Rule 7, Indiana Rules of Court - State.	Sixty (60) days after final disposition with review either unsought or denied, unless original format prevents conversion, MICROFILM according to 60 IAC 2 or IMAGE according to IARA imaging standards. After verification of film or electronic records for completeness and legibility, TRANSFER the following to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles: any hard-copy records that could not be filmed or imaged, and either original negative roll or one (1) copy of all electronic records in a format approved by Indiana Archives staff. DESTROY any remaining hard-copies that have not been claimed by one of the parties in the case after an additional thirty (30) days.