

Retention and Classification Report

Agency: Court of Appeals (1670)

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Records Officer

19090 Law and motion case files

AGENCY: Court of Appeals

SERIES: 19090

3

TITLE: Law and motion case files

DATES: 1986-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Law and Motion files include docketing statements, written motions, proposed orders, stipulations, and similar documents. Docketing statements are summary statements of the facts and issues of the appeal. Written motions are requests for the Court to issue a proposed order, grant leave for deviations from normal procedure, or to make any other requests of the Court pertaining to the case at hand. Stipulations are statements of agreement between the parties to a case pertaining to the facts or agreements on settlement.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series are authorized by the Administrative Office of the Courts.

APPROVED: 07/1995

FORMAT MANAGEMENT:

Paper: For records prior to and including 2015. Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office until administrative need ends.

Computer data files: For records beginning in 2016 and continuing to the present. Retain in Office for 3 years and then transfer to State Archives with authority to weed.

AGENCY: Court of Appeals

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(continued)

APPRAISAL:

These records have historical value(s).
Disposition is based on the historic and legal value of these records in providing documentation about individuals, legal procedure, and court history and functions.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt. This series contains certain law and motion case files that have been sealed by the court