

3rd JUDICIAL DISTRICT  
STATE OF IDAHO

CIVIL RECORDS  
DISPOSITION DIRECTIVE

Procedure:

Upon written order of the Administrative Judge, civil court records may be destroyed under the following procedure.

1. Retain indefinitely the original complaint or petition, final order, judgment or decree in
  - (a) All civil actions
  - (b) All small claims actions
  - (c) All special proceedings
  - (d) All juvenile proceedings
  - (e) All probate proceedings

*add amended ord*

Also retain indefinitely all inventories and appraisements and decrees of distribution in probate proceedings.

2. Retention of all documents listed in paragraph (1) above may be by:
  - (a) Preservation in original form;
  - (b) Filing original with county recorder; or
  - (c) Microfilming (in duplicate), provided film is of archival quality.

After original document is filed or microfilmed, it may be destroyed unless ordered to be delivered to the Idaho State Historical Society.

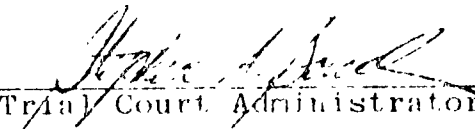
3. All docket and judgment books concerning the microfilmed documents may be microfilmed in duplicate, provided the film is of archival quality, and the original docket and judgment book then destroyed.
4. A master index should be retained in original form. If no index book (showing case # and case name each year as filed) is in existence, it should be initiated and kept current.
5. All other records of civil actions, including exhibit, and stenographic records, may be destroyed. All recording tapes may be erased and reused.
6. Tapes may be erased only under the direct supervision of the clerk of the district court or his/her designee.
7. Each clerk of the district court shall report, on the attached report form, to the trial court administrator immediately a series of records is disposed of or destroyed.
8. When the Idaho State Historical Society asks for those records being disposed of, the procedure is:
  - (a) Notify Gary Bettis, State Archivist, 320 West State St., Boise, Idaho, of the number of boxes you will need to box up files for the Society.
  - (b) Prepare a master list (2 copies -- one for your file and one for the Society) of all cases to be transferred, listing the case #, the short title (ie, Smith vs Jones), the year the case was filed and the box number in which the case was stored.

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(c) Pack the cases in the boxes in numerical sequence and on the outside of the box write

1. Number of box
2. Number of cases stored in the box (ie, numbers 1-45)
3. The year or years of the filing dates of the cases stored (ie, 1920-1922).

Dated: 1/10/84

  
Trial Court Administrator