

IN THE CIRCUIT COURT OF PHELPS COUNTY, MISSOURI  
25<sup>TH</sup> JUDICIAL CIRCUIT  
ADMINISTRATIVE ORDER 22  
ORDER OF DESTRUCTION  
(effective January 1, 2014)

On December 6, 2013 the Court En banc approved and adopted a plan to implement scanning of Phelps County Circuit Court records beginning January 1, 2014. The scanning of court documents will be conducted using the Judicial Information System and the Document Management System approved by the State Judicial Records Committee and provided by the Judiciary of the State of Missouri.

The Missouri Supreme Court has enacted a new Court Operating Rule effective January 1, 2012:

Court Operating Rule 8.03(B) (2) Records in Electronic Format.

- (a) A court using an automated case management system approved for statewide use by the State Judicial Records Committee may maintain records in an electronic format and dispose of originals if:
  - (i) security copies of the electronic records and indexes are stored off site;
  - (ii) both the working and security copies of the electronic records and indexes are either migrated or converted if the automated case management system is upgraded or changed in a way that prevents access to the contents of the electronic records created by the old system; or
  - (iii) the records are recopied every ten years, whichever occurs first.

Records maintained in electronic format with a retention period of fewer than 25 years may be destroyed when the retention period is met.

(b) Records maintained in electronic format with a retention period of 25 years or more shall be reproduced in paper or microfilm format in accordance with this Court's microfilm guidelines within 25 years after the case is disposed. The electronic record may be destroyed following such reproduction. Indexes maintained pursuant to COR 4 are excluded from this requirement.

(c) Sound recordings (digital or analog), videos, and court reporter notes (paper, digital, or tapes) may be retained in the original format for the retention periods identified in the COR 8.

It is Therefore Ordered by the Court En Banc that, pursuant to Court Operating Rule 8, all original paper documents scanned into an electronic format on or after January 1, 2014 shall be retained for a period of at least thirty (30) calendar days, thereafter the original paper document shall be destroyed.

Dated: 2/3/14

  
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David Warren, Presiding Judge