

FILED

SUPERIOR COURT OF THE STATE OF CALIFORNIA

IN AND FOR THE COUNTY OF KINGS

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JEFFREY E. LEWIS  
CLERK OF COURT  
KINGS COUNTY  
SUPERIOR COURT, CA

DEPUTY  
Nancy Firo

ORDER RE: RETENTION AND  
DESTRUCTION OF JUROR  
INFORMATION RECORDS

No.

2015-06

The Jury Services Division of the Kings County Superior Court has in its possession certain documents memorializing information relating to jury pool, juror attendance records, juror impaneling lists, juror compensation records, and case disposition records (hereinafter collectively referred to as "juror information records"). Prior hereto, there has been no retention nor destruction schedule adopted by the court in connection with such records. As a result, juror information records have been stored by the court in hardcopy form for a period extending before February of 1998 through current. Due to limited storage space, however, it has now become necessary that the court set forth an official storage and destruction schedule for such records.

IT IS HEREBY ORDERED:

1. All juror information records for trials completed prior to January 1, 2011 will be sent in hardcopy form to off-site storage locations until such time as orders for destruction of the underlying case records have issued.

2. All juror information records for trials completed on or after January 1, 2011 shall be retained at on-site storage locations for a period of five years. After five years, jury information records shall be forwarded for off-site storage until such time as orders for destruction of the underlying case records have issued. Juror information records for trials completed on or after January 1, 2011 may be stored in hardcopy or electronic form, as directed in any storage and destruction policies hereafter adopted by the court.

Dated: November 3, 2015

Thomas DeSantos

Thomas DeSantos,  
Presiding Judge of the  
Kings County Superior Court