

Unified Judicial System Disposal Log – Non-Permanent Records

Page _____ of _____

1. _____ 2. _____ 3. _____
County *Judicial District* *Record Custodian*

4. _____ 5. _____ 6. _____
Office/Department *Address* *Telephone No.*

7. RECORD TITLE	8. AUTHORIZATION FOR DISPOSAL	9. INCLUSIVE DATES OF RECORDS	10. FORMAT	11. MICRO-FILMED or PDF-A (Y-N)	12. ORIGINAL (Y-N)
	SCHEDULE [§ Name (e.g. 5.7 Juvenile)]				

FOR USE BY RECORD CUSTODIAN		
I, _____, hereby request that the Record Retention Officer authorize the disposal of the listed records. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"><i>Record Custodian's Name</i></div> <div style="width: 30%;"><i>Record Custodian's Signature</i></div> <div style="width: 30%;"><i>Title</i></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"><i>Record Custodian's Signature</i></div> <div style="width: 30%;"><i>Title</i></div> <div style="width: 30%;"><i>Date</i></div> </div>		
FOR USE BY THE DISTRICT RECORD RETENTION OFFICER		
I, _____, hereby approve of the disposal of the records listed as requested. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"><i>Record Retention Officer's Name</i></div> <div style="width: 30%;"><i>Record Retention Officer's Signature</i></div> <div style="width: 30%;"><i>Title</i></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"><i>Record Retention Officer's Signature</i></div> <div style="width: 30%;"><i>Title</i></div> <div style="width: 30%;"><i>Date</i></div> </div>		

Original to be retained by the District Record Retention Officer. Copy to be provided to Record Custodian. Copy to be provided to the AOPC on or before January 31st of each year. AOPC copies of Disposal Logs may be emailed to Judicial.DistrictOperationsDept@pacourts.us