

## **RETENTION AND DISPOSAL OF COURT RECORDS**

*Summary: This Circular sets out the Court's approach to managing the retention and disposal of its records.*

### **1. Introduction**

In line with the provisions of the *State Records Act 2000*, the State Records Commission has approved the District Court's Retention and Disposal Schedule.

A summary of the Schedule is set out in the table below. Please note the Schedule categorises case files as significant and insignificant. Significant files include those files deemed to satisfy one of the following criteria:

- Relate to the development of legislation, regulations, or policy; or
- Relate to controversial matters; or
- Have wide community interest; or
- Relate to unique events or circumstances.

Court records may not be available beyond the times specified below unless a judge or registrar has directed further retention of the record.

### **2. Retention and Disposal Schedule**

<b>Record</b>	<b>Archive</b>	<b>Destroy</b>
Significant criminal files	25 years after finalisation	
Insignificant criminal files		53 years after finalisation
Significant civil files	25 years after finalisation	
Insignificant civil files		25 years after finalisation
Video pre-recordings of child evidence		6 years after transcription
Video recordings of child interview (by Police)		6 years after transcription
Master audio recordings of civil and criminal proceedings		6 years after creation
Calendar of offences	25 years after last action	

**MICHAEL GETHING  
Principal Registrar**