

Records Retention Committee

July 1, 2025

11:00 a.m.

(Via [Microsoft Teams](#))

- I. Welcome
- II. Approve Minutes of February 19, 2020
- III. Review of Pending Requests
 - 1. Judges Attendance Records
 - 2. Small Claims MS Access database files
 - 3. Annual Physical Inventory Report
 - 4. Furlough Day selection forms
 - 5. Library recruitment materials
 - 6. JD-ES-295 Interview documents and notes, unsuccessful candidates
 - 7. Search warrants that were never executed
 - 8. Non-active paper personnel files – Enfield
 - 9. Open items from 2/2020 Records Retention Meeting
 - 10. Paper copies of scanned forms W9s and SP-26
 - 11. Court monitor FTR CD records
 - 12. Jury tapes
 - 13. Jury Recommended changes to schedule
 - 14. JETTS attendance database records
 - 15. Request to destroy JMS specific records
- IV. Other Business
- V. Adjourn