

Records Retention Committee

October 23, 2025

2:00 p.m.

(Via Microsoft Teams)

- I. Welcome
- II. Approve Minutes of July 1, 2025
- III. Review of Pending Requests - Previously on the July 1, 2025 agenda
 - 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. Search warrants that were never executed
 - 7. Non-active paper personnel files – Enfield
 - 8. Open items from 2/2020 Records Retention Meeting
 - 9. Paper copies of scanned forms W9s and SP-26
 - 10. Court monitor FTR CD records
 - 11. Jury tapes
 - 12. JETTS attendance database records
 - 13. Request to destroy JMS specific records
- IV. New Requests
 - 1. Question re: Voir Dire Notes Destruction
 - 2. Update to existing Schedule item – Capital Equipment Inventory Records
 - 3. Update to existing Schedule item – Transfer of Judicial Property Forms
- V. Other Business
 - 1. SharePoint for Meeting Materials
 - 2. Next Meeting Date
- VI. Adjourn