

RESOLUTION NO. 2026 - 6

A RESOLUTION AUTHORIZING THE REQUEST OF DESTRUCTION OF OLD DISTRICT COURT RECORDS.

BE IT RESOLVED BY THE QUORUM COURT OF BAXTER COUNTY, STATE OF ARKANSAS, THAT:

WHEREAS, pursuant to ACA 16-10-211 which authorizes the destruction of certain records maintained by the Baxter County District Court; and

WHEREAS, the Baxter County District Court has requested the destruction of certain records prior to 2023 (see attached) that have been audited and will be destroyed by shredding.

WHEREAS, the person supervising the destruction of records shall be District Court Chief Clerk Debra Jeffery and an affidavit of destruction shall be filed with the County of Baxter following the destruction of said files.

NOW THEREFORE BE IT RESOLVED, that the Baxter County Quorum Court hereby authorizes the destruction of certain records maintained by the Baxter County District Court.

APPROVED:

Kevin Litty
KEVIN LITTY, COUNTY JUDGE
Date Signed: 5-5-26

ATTEST:

Canda Reese
CANDA J. REESE, COUNTY CLERK
SPONSOR: Griffin
Date Adopted: 05/05/2026
Votes: For: 9 Against: 0
Abstain: 0 Present: 0 Absent: 2



F202600036
BAXTER CO, AR FEE \$0.00
PRESENTED: 05-11-2026 08:46:50 AM
RECORDED: 05-11-2026 08:46:50 AM
CANDA REESE
CIRCUIT CLERK
BY: LISA PEMBERTON
DEPUTY

RESOLUTION
10 Pages

Request for Approval of Destruction of District Court Records

The undersigned state the following:

1. This request is made pursuant to ACA 16-10-211, (copy attached) which authorizes the destruction of certain records maintained by the Baxter County District court.

2. The following records have been audited and should be destroyed by shredding, Pursuant to Arkansas law:

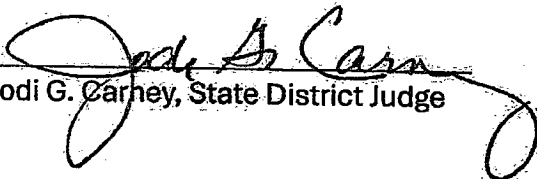
Police Department and Sheriff's Department ticket books prior to 2023
Search Warrant and Recalled Warrants prior to 2023
Bookkeeping, checks and registers, bank statements, invoices, audits
budget information prior to 2022
Information case file envelopes for City and County prior to 2016
Completed Probation files and community service prior to 2020
Scanned City Dockets
Scanned County Dockets

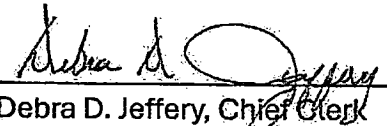
3. The person supervising the destruction shall be District Court Chief Clerk Debra Jeffery.

4. The City Council of Mountain Home and the Quorum Court of Baxter County are Requested to approve the destruction of the above records.

5. An Affidavit of Destruction shall be filed with the City and County following the Destruction of said files.

Dated this 1st day of April, 2026.


Jodi G. Carney, State District Judge


Debra D. Jeffery, Chief Clerk

State of Arkansas

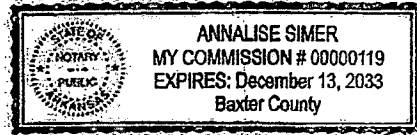
County of Baxter

Subscribed and sworn to before me, a Notary Public on, this 3rd day of

April 2026

My Commission Expires:

12/13/33



Annalise Simer
Notary Public

JUSTIA

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Arkansas Code of 1987 (2024)
**Title 16 - PRACTICE, PROCEDURE,
AND COURTS (§§ 16-1-101 — 16-131-
206)**
**Subtitle 2 - COURTS AND COURT
OFFICERS (§§ 16-10-101 — 16-24-101)**
**Chapter 10 - GENERAL PROVISIONS
(§§ 16-10-101 — 16-10-1108)**
**Subchapter 2 - ACCOUNTING
PRACTICES (§§ 16-10-201 — 16-10-212)**
**Section 16-10-211 - Record retention
schedule**

Universal Citation:

AR Code § 16-10-211 (2024) ○

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(a) All towns, cities, and counties of the State of Arkansas shall maintain records for the district courts and are to:

(1) Permanently maintain:

(A) Case indices for all district courts;

- (B)** Case dockets for all district courts;
- (C)** Active warrants;
- (D)** Waivers;
- (E)** Expungement and sealed records;
- (F)** Files concerning convictions under the Omnibus DWI or BWI Act, § 5-65-101 et seq.; and
- (G)** Domestic battering files;

(2) Maintain for a period of at least seven (7) years and in no event dispose of before being audited:

- (A)** Complete case files and written exhibits for all district courts, not including civil or small claims division cases in which the judgment is not satisfied;
- (B)** Show cause orders;
- (C)** Case information, including arrest reports and affidavits; and
- (D)** Files concerning cases resulting in a suspended imposition of sentence; and

(3) Maintain for a period of at least three (3) years and in no event dispose of before being audited:

- (A)** Bank reconciliations;
- (B)** Check book registers and check listings;
- (C)** Cancelled checks;
- (D)** Bank statements;
- (E)** Receipts;
- (F)** Deposit collection records;
- (G)** Receipts listings;
- (H)** Distribution reports;
- (I)** Receipt and disbursement journals;
- (J)** Time payment records;
- (K)** Citation book logs;
- (L)** Citation books from each police department and sheriff's office;
- (M)** Served, recalled, or quashed arrest warrants;
- (N)** Copies of citations;
- (O)** Alternative service or community service time sheets;
- (P)** Uniform filing fees collection remittance forms and fine reports;
- (Q)** Miscellaneous fee and fine collection reports; and
- (R)** Served or unexecuted search warrants.

(b) After a town, city, or county has maintained records for the time periods required by subdivision (a)(2) or subdivision (a)(3) of this section and after the records described in subdivision (a)(2) or subdivision (a)(3) of this section have been audited, the records may be destroyed.

(c) When records are destroyed under subsection (b) of this section, the town, city, or county shall document the destruction by the following procedure:

(1) An affidavit is to be prepared stating:

(A) Which records are being destroyed and to which period of time the records apply; and

(B) The method of destruction; and

(2) The affidavit is to be signed by the town, city, or county employee performing the destruction and one (1) employee of the governing body or, if applicable, governing bodies that contribute to the expenses of the court.

(d) In addition to the procedure described in subsection (c) of this section, the approval of the governing body or, if applicable, governing bodies that contribute to the expenses of the court shall be obtained before the destruction of district court records and an appropriate note of the approval indicated in the minutes of the governing body or bodies along with the destruction affidavit.

Amended by Act 2015, No. 584, § 1, eff. 7/22/2015.

Amended by Act 2015, No. 299, § 17, eff. 7/22/2015.

Acts 2007, No. 627, § 3; 2009, No. 633, § 6; 2011, No. 1174, § 8.

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can district courts burn documents in ar



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AI Overview

Yes, Arkansas district courts (and federal courts in Arkansas) can destroy, including burning or shredding, case documents, but only after they have been scanned into an electronic system, audited, or passed strict retention periods. They cannot destroy active, ongoing case files. Justia Law +1

Key Document Destruction Rules in Arkansas:

- **Federal Courts (Western District):** Original documents are disposed of (often shredded) after they are scanned into the CM/ECF system and a quality control review is completed.
- **State Courts:** Records for municipalities or counties can be destroyed only after the required retention period has passed and the records have been properly audited.
- **Replacement Procedures:** If records are destroyed by mistake or fire, Arkansas law provides procedures to replace them. Justia Law +2

Proper disposal ensures records are unrecoverable, often following government document destruction policies. Western District of Arkansas (.gov)

Document Retention and Disposal Policy U.S. Clerk's Office ...

May 10, 2017 — Pursuant to the CM/ECF Administrative Manual, the Clerk's office will discard all documents brought to the Clerk's office for fili...

Western District of Arkansas (.gov)

Arkansas Code § 16-10-211 (2024) - Record retention schedule

(b) After a town, city, or county has maintained records for the time periods required by subdivision (a)(2) or subdivision (a)(3)

Justia Law

Arkansas Code Title 16. Practice, Procedure, and Courts § 16-119-105

(a) In case any matter or proceeding pending in the county court or circuit court of any county is still undisposed of, and the re...

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Arkansas Judiciary (.gov)

<http://arcourts.gov> › courts › district-courts

District Courts | Arkansas Judiciary

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Sebastian County Government > Courts > Do's & Don'ts of ...

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City of Russellville, Arkansas

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U.S. District Court - Eastern District of Arkansas (.gov)

<https://www.are.uscourts.gov> › court-info › faq

FAQs | Eastern District of Arkansas

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