



# Superior Court of California County of Orange

Chambers of  
THOMAS J. BORRIS  
PRESIDING JUDGE

700 CIVIC CENTER DRIVE WEST  
SANTA ANA, CA 92702

## ADMINISTRATIVE ORDER NO. 12/08 ORDER FOR DESTRUCTION OF COURT RECORDS California Government Code sections 68152 and 68153

IT IS ORDERED that, pursuant to Sections 68152 and 68153 of the Government Code, the trial court clerk is authorized to destroy court records if notice of destruction is provided and there is no request and order for transfer of the records. Any destruction under this order must adhere to the retention periods and notice provisions set forth in Section 68152 of the Government Code and rule 10.856 of the California Rules of Court.

Destruction must be by shredding or obliteration. The trial court clerk must make a notation of the date of destruction on the index of cases or on a separate destruction index.

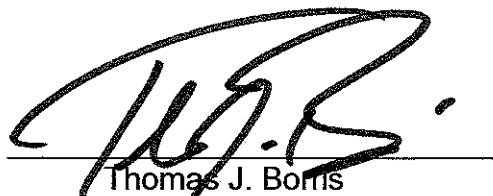
This order does not apply to the comprehensive historical and sample superior court records preserved for research under rule 10.855 of the California Rules of Court.

"Court records" is defined as follows:

1. All filed papers and documents in the case folder; but if no case folder is created by the court, all filed papers and documents that would have been in the case folder, if one had been created;
2. Administrative records filed in an action or proceeding, depositions, paper exhibits, transcripts, including preliminary hearing transcripts, and tapes of electronically recorded proceedings filed, lodged, or maintained in connection with the case, unless disposed of earlier in the case pursuant to law; and
3. Other records listed under subdivision (j) of Section 68152 of the Government Code.

This administrative order is effective immediately and is to remain in effect until otherwise ordered by the Presiding Judge.

Date: 10-24-2012

  
Thomas J. Borris  
Presiding Judge