

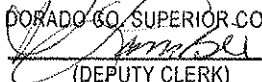


**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF EL DORADO**

1354 Johnson Boulevard  
South Lake Tahoe, CA 96150

**FILED**

DEC 14 2016

EL DORADO CO. SUPERIOR COURT  
BY   
(DEPUTY CLERK)

DATE: December 15, 2016  
JUDGE: Suzanne N. Kingsbury, Presiding Judge  
CLERK: Suzanne M. Thurman

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**STANDING ORDER  
RE: RECORD RETENTION AND DESTRUCTION**

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Effective immediately the following record retention and destruction orders apply:

**Non-Court Records, Items, or Property Found in Possession of the Court**

Any records, items, or property found in the possession of the El Dorado Superior Court that are deemed not to be the property or records of the Court may be ordered destroyed. The Records Management Department (RMD) shall review such records in an attempt to identify the owner(s). These records or items shall be listed on local form Order for Destruction (M-31) for judicial signature. Once signed the Notice of Destruction form will be mailed pursuant to California Rules of Court, rule 10.856. If the owner(s) of the records or items has been identified, the RMD will notify them in addition to the standard parties as required by this rule. If no Request for Transfer form is returned within 30 days of mailing, the Court will destroy the records or items pursuant to Government Code section 68153.

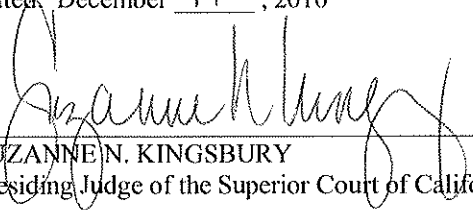
**Civil Cases with Jurisdictional Transfer**

Any civil case filed with the El Dorado Superior Court that has not been disposed of by this Court due to transfer to another county may be destroyed after a period of one year from the date of transfer pursuant to Government Code section 68153. Additionally, the Court will send the Notice of Destruction form pursuant to California Rules of Court, rule 10.856. In order to assure a clear record of the case status at the time of destruction, the Court shall retain the Notice of Transfer letter or Order for Transfer as the "Judgment/Disposition" record.

**Civil Cases Filed Prior to 1995 with no Disposition**

Any civil case filed with the El Dorado Superior Court prior to 1995 that has not been disposed of may be dismissed pursuant to Code of Civil Procedure sections 583.410 and 583.420. Due to the age of the records, the Court finds the parties cannot with reasonable diligence be given notice of the dismissal. Accordingly, the Court finds good cause exists for dispensing with notice to the parties of such hearing for dismissal. The case(s) shall be listed on local form Order for Dismissal (M-34) for judicial signature. Once the order has been signed, the Court will retain the dismissed case(s) for one year pursuant to Government Code section 68152(a)(1). At the end of the one-year retention period, the Court will send the Notice of Destruction pursuant to California Rules of Court, rule 10.856, and the records may be destroyed pursuant to Government Code section 68153.

Dated: December 14, 2016

  
SUZANNE N. KINGSBURY  
Presiding Judge of the Superior Court of California

cc: Bench officers  
Court administration