

Exhibit 1 - Def Motion to Preserve/Provide Jury Formation Docs; 19 CRS 51759

STATE OF NORTH CAROLINA

Records of the Clerks of Superior Court

Records Retention and Disposition Schedule

IX. Miscellaneous, Registrations and Other documents
not associated with a specific case

The records listed below are effective as of **May 1, 2018**



- All items listed require NCAOC approval for transfer to State Archives (AOC-A-120) or destruction of records (AOC-A-119) unless specifically stated otherwise.
- Where scanning is required, NCAOC audit of scans must be completed prior to destruction of records.

| <u>RRS No.</u> | <u>Record Type</u> | <u>AKA's</u> | <u>Description</u> | <u>Disposition Instructions</u> |
|----------------|---|--|---|---|
| 9.1.< | Miscellaneous & Registration Filings | <ul style="list-style-type: none"> See Appendix A for listing of document types that are included in this item. | These include: judges administrative orders, bail bondsmen licenses, powers of attorney, records of resumption of maiden name, and records of confiscated weapons. | RETAIN UNTIL: microfilm is approved THEN: Return to the files or Destroy without NCAOC approval. |
| 9.2.A | Apprenticeship Indentures | <ul style="list-style-type: none"> Apprentice Bonds | Contracts of apprenticeship usually filled in on printed forms, showing name of master and apprentice, trade to be taught, details of contract, amount of master's bond, and names of sureties. | Transfer to State Archives at any time. |
| 9.3.1 | Bail Bondsmen – Monthly Report | | This report is completed by each bail bondsman and filed with the clerk monthly. It provides information on the number and amount of bonds issued by the bondsman. A copy of this is also filed with the Insurance Commissioner in Raleigh. | See RRS No. 9.1.< for Miscellaneous and Registration Filings |

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| 9.4.< | Bills of Costs | <ul style="list-style-type: none"> State Judgment Docket Court Costs | Itemized bills of costs in civil and criminal cases, showing fees of court officers and witnesses and jurors, State court process tax, and other costs. Usually filed with judgment roll of case. | File in referenced case file. |
| 9.5.A | Board of Superintendents of Common Schools, Minutes of | | Record of proceedings consisting chiefly of allotments of funds to local school districts. | Transfer to State Archives at any time. |
| 9.6.< | Books to Magistrates, Record of | <ul style="list-style-type: none"> Justice of the Peace, Record of Books Delivered to | Record of loan of volumes of laws and Supreme Court reports to each Justice of the Peace and their return. | Destroy at any time. |
| 9.7.< | Campaign Expense Accounts | <ul style="list-style-type: none"> Candidates' Expense Accounts Campaign Records/ Election Return Abstracts | Sworn statements of campaign receipts and expenditures filed with clerk by candidates for county offices. | See RRS No. 9.1.< for Miscellaneous and Registration Filings |
| 9.8.T | Corporation Papers | | Charters and certificates of dissolution of corporations and correspondence relative thereto. | Transfer to local county Register of Deeds at any time. |
| 9.9.< | County Claims | | List of claims against county audited and approved, showing claimant and amount of each claim. | Destroy at any time. |

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| 9.10.< | Destruction and Transfer of Records Requests | <ul style="list-style-type: none"> Record Destruction Requests | Form AOC-A-119 (Destruction Request) and AOC-A-120 (Transfer to Archives Request) | See RRS No. 9.1.< for Miscellaneous and Registration Filings |
| 9.11.< | Detention Home Records | | Local forms containing numbers and names of children in homes, meals served etc. and statistical reports. | Destroy at any time. |
| 9.12.A | Elections, Record of | | A record of the total number of votes cast for each candidate in each election in the county. | Transfer to State Archives at any time. |
| 9.13.10 | Election Returns | <ul style="list-style-type: none"> Campaign Records/ Election Return Abstracts | Abstracts of votes cast for each candidate in election, filed with clerk by precinct registrar and judge of election. | See RRS No. 9.1.< for Miscellaneous and Registration Filings |
| 9.14A.< | Grand Jury Reports | | Prior to Court Reform: | Destroy at any time. |
| 9.14B.10 | | | Since Court Reform: | RETAIN WITH: the minutes of the superior court UNTIL: 10 years THEN: destroy |
| 9.15A.< | Habeas Corpus, Writs of | | Prior to court reform: These were handled as a separate type of record. | Destroy at any time. |
| 9.16B.F | | | Since court reform: | Always file in a case file. |
| 9.17.A | Homestead Returns | | | Transfer to State Archives at any time. |

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| 9.18.A | Hospital Files | | Mentally disordered, inebriates, drug addicts, etc. | Transfer to State Archives as soon as possible. |
| 9.19. | Indigent Representation Plan | | Lists attorneys and the order in which they will be appointed to represent indigent defendants. | |
| 9.20A.< | | | Prior to Court Reform | Destroy at any time. |
| 9.20B.< | | | Since Court Reform: These should be treated as a miscellaneous filing and be microfilmed/ scanned. | RETAIN UNTIL: microfilm is approved THEN: Destroy at any time |
| 9.21.< | Jail Lists | <ul style="list-style-type: none"> Jail Logs Prisoners Confined, List of | This is a list of prisoners being held in jail waiting disposition of their court cases. It is designed to alert the court as to who is being held, and thus ensure the prompt disposition of their case. | RETAIN UNTIL: 6 months THEN: Destroy at any time without NCAOC approval. |
| 9.22.5 | Judicial Disclosure Filings | | | RETAIN UNTIL: 5 years THEN: Destroy |

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| 9.23. | Jurors, Record of | | Alphabetical list of grand and petit jurors showing the record of service for each juror (excused, served, no show), dates of service and if the person served as a grand juror, whether they served a partial or full term. | |
| 9.23A.< | | | Prior to Court Reform: | Destroy at any time. |
| 9.23B.7 | | | Since Court Reform: | RETAIN UNTIL: 7 years from the last date of the jury list period (either the last day of the list year or the last day of the list biennium on whether the county prepares a list for each year or for a biennium) THEN: Destroy |
| 9.24.7 | Jury Commission Reports | | This report explains the procedures followed by the Jury Commission in preparing the master jury list. | RETAIN UNTIL: 7 years from the last date of the jury list period (either the last day of the list year or the last day of the list biennium depending on whether the county prepares a list for each year or for a biennium) THEN: Destroy |

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| 9.25.7 | Jury Excuses/ Returned Jury Summons | | | RETAIN UNTIL: 7 years form the last date of the jury list period (either the last day of the list year or the last day of the list biennium depending on whether the county prepares a list for each year or for a biennium) THEN: Destroy |
| 9.26A.R | Jury Lists, Raw | | Every two years (or annually where a master list is prepared every year), a raw list of persons for each county is prepared by the Department of Motor Vehicles (DMV) which combines a list of county drivers and a list of county voters as provided to the DMV by the Board of Elections. | RETAIN UNTIL: administrative/ reference value to the clerk has ended THEN: Destroy without NCAOC approval |

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| 9.27B.7 | Jury Lists, Master | | From the raw list, the master list of jurors is created by the jury commission that will be used to summon jurors during the coming biennium (or annually where a master list is prepared every year). | RETAIN UNTIL: 7 years from the last date of the jury list period (either the last day of the list year or the last day of the list biennium depending on whether the county prepares a list for each year or for a biennium) THEN: Destroy |
| 9.28. | Jury Tickets | | <u>Repealed August 24, 2014</u> | |
| 9.29.< | Microfilm Logs | | These list what documents are filmed on the individual rolls of microfilm. The log itself is filmed on the end of the reel it covers. | RETAIN UNTIL: microfilm is approved THEN: Destroy |
| 9.30. | Official Bonds | <ul style="list-style-type: none"> Bonds | Prior to Court Reform | see <u>Records Retention Schedule VIII, Official Bonds RRS No. 56A.D</u> |
| 9.31.< | | | Since Court Reform: Bonds of all county officers except clerk (whose bond is kept by Register) filed with clerk after having been recorded by Register. These should be indexed as a miscellaneous filing. | See RRS No. 9.1.< for Miscellaneous and Registration Filings |

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| 9.32.T | Partnership Papers | | Certificates showing names of owners of businesses operating under names which do not reveal the owners identity. | Transfer to local county Register of Deeds at any time. |
| 9.33.A | Pension Papers | | Applications for state pensions to confederate veterans and their widows and correspondence matters. | Transfer to State Archives at any time. |
| 9.34.< | Quarterly Report of Clerks of Court State Process Tax (Form B-209) | | See N.C.G.S 105-93 | Destroy at any time |
| 9.35.< | Railroad Police Bonds | | | Destroy at any time. |
| 9.36.< | Receipts for Transaction other than Fees | | | Destroy at any time. |
| 9.37.< | Rules and Regulations of Local Governmental Units | <ul style="list-style-type: none"> City government/ agency documents | These are provided to the clerks' offices for informational purposes only. They are not microfilmed nor are they considered a "miscellaneous" filing. | RETAIN UNTIL: 1 year THEN: Destroy without NCAOC approval |
| 9.38.< | Statistics, Civil and Criminal, Report to Chief Justice | | This is an inactive record series type which was discontinued in 1970. It was replaced by the AOC Statistical Reporting System. | Destroy at any time. |

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| 9.39.< | Statistical Reporting System, AOC | | This is composed of a number of different tally sheets and reporting forms. The originals of these are forwarded to the NCAOC and the clerks retain copies. | RETAIN UNTIL: the North Carolina Annual Report is published containing the information collected by these documents THEN: Destroy without NCAOC approval |
| 9.40.10 | Weapons, Permits to Purchase | <ul style="list-style-type: none"> Hand gun permits denied/ approved | In some counties, the clerk issues these permits instead of the Sheriff | See RRS No. 9.1.< for Miscellaneous and Registration Filings |
| 9.41.< | Welfare Liens | <ul style="list-style-type: none"> Lien | | See RRS No. 9.1.< for Miscellaneous and Registration Filings |

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Appendix A: Documents and Filings categorized as Miscellaneous or Registrations for purposes of Retention and Disposition Schedule see 9.1. <.

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| <ul style="list-style-type: none"> ▪ Affidavit (Criminal) ▪ Appeal for Administrative Hearing ▪ Arbitration Fee ▪ Attachment ▪ Authorization – Cancel/Credit Judgment ▪ Bankruptcy Documents ▪ Banks and Miscellaneous, Paper of ▪ Bondsman License (Pre-June 2002) ▪ Bondsman's License ▪ Bail Power of Appointment/Attorney ▪ Bulk Sale ▪ Civil Registrations ▪ Claim and Delivery ▪ Claim of Lien ▪ Costs – Appellate Division ▪ Criminal Registrations ▪ DA/School Board Service Designation ▪ Emancipation ▪ Employment Security Commission Liens ▪ Federal Government/Agency Documents ▪ Institutional Liens (Hospitals) | <ul style="list-style-type: none"> ▪ Inter-State Witness Testimony ▪ Intervene ▪ Federal Tax Lien ▪ Jury Fine ▪ Lien ▪ Lis Pendens ▪ Miscellaneous ▪ Misdemeanor Confinement Program Transfer ▪ NC Certificate of Tax Liability ▪ Notice of Contract ▪ Notice of Escheat of Property ▪ Notice of Lien – Contract ▪ Oaths of Office ▪ Order – District/Superior Judge Admin ▪ Order of Discipline/Disability ▪ Order – Sale of Destruction of Property ▪ OSHA Judgment ▪ Parole Preliminary Hearing ▪ Parole Revocation Hearing ▪ Power of Attorney ▪ Post-Release Contempt Proceeding ▪ Post-Release of Parole Attorney Fee | <ul style="list-style-type: none"> ▪ Post-Release Preliminary Hearing ▪ Post-Release Revocation Hearing ▪ Signature Facsimile ▪ Suspension of State Bar License ▪ Suspend/Revoke License (Real Estate) ▪ Tax Delinquency ▪ US District Court Judgment ▪ Renounce to Qualify ▪ Restoration of Citizenship ▪ Reinstatement from Order of Discipline ▪ Remove Court Official ▪ Resumption of Former Name ▪ Search Warrants – Civil and Criminal ▪ Sale of Surplus Property ▪ State Government/Agency Documents ▪ Temporary Guardianship – Minor ▪ Termination of Oath ▪ Termination of Bondsman License ▪ Towing/Storage of Motor Vehicle |
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