

Resolution No. 2023 - 9

**2023 RESOLUTION AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS
OF THE SEVIER COUNTY DISTRICT COURT**

WHEREAS, the Sevier County District Judge has advised that certain court records relevant to Sevier County cases are no longer needed nor are they required to be retained; and

WHEREAS, the Sevier County District Court Judge desires to destroy said records in accordance with Arkansas Code Annotated Section 16-10-211:

BE IT, THEREFORE, RESOLVED, BY THE QUORUM COURT OF THE COUNTY OF SEVIER, ARKANSAS, that:

Section 1. The Sevier County District Court Judge is hereby authorized to destroy the records identified in her affidavit, attached hereto.

Section 2. The Sevier County Judge is authorized to act as agent for the Quorum Court of Sevier County to verify that the aforementioned records are destroyed.

THIS RESOLUTION PASSED AND ADOPTED THIS 12th DAY OF June, 2023.

APPROVED: Sandra Dunn
Sandra Dunn
Sevier County Judge

ATTEST: Renea Bailey
Renea Bailey,
Sevier County Clerk

CLERK'S CERTIFICATE

I, Renea Bailey, County Clerk of Sevier County, Arkansas, do hereby certify that the above and foregoing Resolution No. _____, was passed and adopted by the Quorum Court of Sevier County, Arkansas, on the 12th day of June, 2023, in regular session assembled, at which meeting a quorum of the current elected and serving members of the Quorum Court as required by law, was present and voting thereon.

WITNESS my hand the Seal of Sevier County, Arkansas this 12th day of 2023

Renea Bailey, County Clerk

(SEAL)



AFFIDAVIT OF SEVIER COUNTY DISTRICT COURT JUDGE

STATE OF ARKANSAS)
)
COUNTY OF SEVIER)

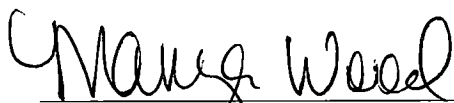
I, Manya K. Wood, duly elected Judge of the Sevier County District Court, do hereby affirm and certify that the following records of the Sevier County District Court, have been retained for the required statutory periods as proscribed by Arkansas Code Annotated Section 16-10-211, have been properly audited, and are eligible to be destroyed:

RECORDS RETAINED FOR AT LEAST SEVEN (7) YEARS (2015 AND PRIOR)

- (A) Records and reports of court costs;
- (B) Fines and fees assessed and collected;
- (C) Complete case files and written exhibits for all cases;
- (D) End of month settlements;
- (E) Monthly distribution reports;
- (F) Show Cause Orders;
- (G) Case information, including arrest reports and affidavits;
- (H) Alternative service or community service time sheet;
- (I) Driver License reinstatements;
- (J) Bond Records;
- (K) Court Session Lists;

RECORDS RETAINED FOR AT LEAST THREE YEARS (2019 AND PRIOR)

- (A) Bank reconciliations;
- (B) Check book registers;
- (C) Cancelled checks;
- (D) Bank Statements;
- (E) Receipts;
- (F) Deposit collection records;
- (G) Budget packets or books;
- (H) Accounts payable;
- (I) Payroll time sheets;
- (J) Information concerning vacation and sick leave;
- (K) Month end payroll;
- (L) Uniform traffic ticket books from the police department and sheriff's department;
- (M) Served warrants



Manya K. Wood
Sevier County District Court Judge

ACKNOWLEDGMENT

STATE OF ARKANSAS)
)
COUNTY OF SEVIER)

BE IT REMEMBERED, that on this day came before me, the undersigned, a Notary Public, within and for the County aforesaid, MANYA K. WOOD, to me well known as the person executing the above Affidavit and stated that he had executed the same for the consideration and purposes therein mentioned and set forth.

WITNESS my hand and seal on this 24th day of May, 2023.



Amanda Hankins
Notary Public

My commission expires: 03/08/2027