

RECORDS RETENTION AND DISPOSITION SCHEDULE



DOMESTIC RELATIONS FEE ARBITRATION RECORDS

**DIVISION OF COURT OPERATIONS
OFFICE OF RECORDS MANAGEMENT**

October 2000

**DOMESTIC RELATIONS
FEE ARBITRATION RECORDS**

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DOMESTIC RELATIONS

FEE ARBITRATION RECORDS

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	APPROVED ARBITRATORS LISTS (also known as LISTS OF APPROVED NEUTRALS) Lists of volunteers approved to serve as Domestic Relations Fee Arbitrators. Information includes: names of volunteers, home and work addresses, home and work phone numbers, whether volunteers are attorneys or non attorneys, date of training class attended, place of training, and county available to serve.	Retain until updated, then destroy.
00000.	ARBITRATORS SERVICE HISTORY CARDS Cards listing Fee Arbitration Cases heard by an arbitrator. Information includes: name of arbitrator, whether arbitrator is an attorney or non-attorney, work and/or home phone numbers, work and/or home addresses, names of cases and dates served.	Retain until no longer needed, then destroy.
00000.	ARBITRATORS TRAINING ATTENDANCE SHEETS Lists documenting attendance at arbitration training classes. Information includes: names of volunteers, names of companies/firms, work and home addresses, phone numbers, whether volunteers are attorneys or non attorneys, and counties available to serve.	Retain until updated, then destroy.

R.S. # RECORD SERIES

RETENTION

00000. **DOMESTIC RELATIONS FEE
ARBITRATION PROGRAM ACTIVITY
FORMS**

Forms containing statistical information collected by each Judicial District on the activities of the Domestic Relations Fee Arbitration Program. The activities reported may include: total number of written arbitration requests, number of arbitration requests on consent, number of actual single arbitrators and three-member panel hearings, whether hearings were held within the prescribed sixty day period, causes for delayed hearings, smallest and largest amounts in dispute, whether panels filed their decision within thirty days, approximate number of proceedings terminated in stipulation of settlement and at what stage of the process, summary of feedback from clients/respondent-attorneys/arbitrators on the process, and comments on problems resulting from the program.

Retain until DOMESTIC RELATIONS FEE ARBITRATION PROGRAM SUMMARY ACTIVITY REPORT is issued, then destroy.

00000. **DOMESTIC RELATIONS FEE
ARBITRATION PROGRAM SUMMARY
ACTIVITY REPORTS**

Statistical reports summarizing the activities of the Domestic Fee Arbitration Program for all Judicial Districts

Retain until no longer needed, then destroy. (Original is retained by the Administrative Judge for Matrimonial Matters)

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