	CLERK OF THE COURT INTERNAL POLICY	
	Area: Records Management Document Number: POL-RECMAN-1002 Subject: Removing Official Files, Documents, Sensitive Materials and Other Work Related Items from Court Premises Page: 1 of 2	Effective Date: 12/29/97 Revision Level: E Last Revised Date: 5/7/15

PURPOSE:

It is the purpose of this policy to ensure the availability and security of official files, documents, sensitive material and other work-related items maintained by the Clerk of the Superior Court's (COSC) Office.

POLICY:

COSC employees shall not remove any court files from COSC work sites for **any purpose**. COSC Employees shall continue to allow the authorized removal of court files to those entities previously approved to do so (i.e., Arbitrators, County Attorney's Office, and Public Defender's Office). Other court documents, sensitive materials or other work related items shall not be removed from any COSC work site for **any purpose**, unless authorized in writing by the custodian of the file, document, **sensitive materials** or work related items and authorized in writing by the relevant Deputy Director.


APPLICABILITY:

This policy applies to all employees of the COSC.

DEFINITIONS:

Any purpose Refers to all work-related and non-work related purposes. Not included in this are routine assignments of employees who are required to transport official files, documents, sensitive material or other work-related items as part of their official duties (such as couriers who routinely transport files and Court items from one work location to another during their assigned work day).

Sensitive materials Any tangible item, work product, draft, picture, exhibit, document, data, or other work product of the Court, regardless of format, and having importance to the work of the Clerk's Office or the Court.

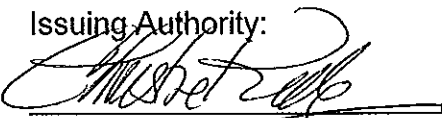
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Page: 2 of 2		

REVISION HISTORY:

Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	12/29/97
A	N/A	Revised	2/5/98
B	N/A	Revised	8/26/98
C	N/A	Revised	5/16/11
D	Christine Kelly	Revised	5/7/15
E	Christine Kelly	Updated to Controlled Document Index	6/29/15

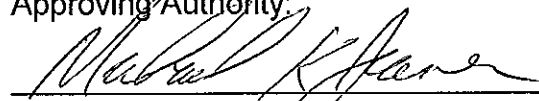
AUTHORIZED SIGNATURES:

Issuing Authority:



 Christine Kelly
 Chief Deputy

Approving Authority:



 Michael K. Jeanes
 Clerk of the Superior Court

Date Signed: _____