	CLERK OF THE COURT INTERNAL POLICY	
	Area: Records Management Document Number: POL-RECMAN-1010 Subject: Access to Audio/Visual Materials for Viewing, Listening or Copying Purposes	Effective Date: 4/30/12
Page: 1 of 3	Revision Level: B Last Revised Date: 2/26/15	

PURPOSE:

It is the purpose of this policy to maintain the integrity of all audio/visual materials held as public records or exhibits within the Clerk of the Superior Court (COSC) and to establish guidelines for the use of non-COSC/non-County equipment when viewing, listening to or copying public records.

POLICY:

Viewing, Listening to or copying audio/visual materials:


Audio/visual materials in the custody of the COSC may be viewed, listened to or copied by persons requesting same within areas designated by the department having custody of the materials. The person must provide their own, approved, compact equipment capable of viewing, listening to or copying the materials. The COSC does not provide equipment for viewing, listening to or copying materials. Non-approved equipment is prohibited. The person viewing, listening to or copying the materials shall be responsible for the safety, security and integrity of the materials during the time they are viewing, listening to or copying them. Neither the COSC nor any of the COSC Deputy Directors shall be responsible for damage or alteration caused by the person viewing, listening to or copying the materials. A court order may be obtained pursuant to Maricopa County Local Rule 2.8(e) for the COSC to release audio/visual materials for viewing, listening to or copying the materials.

Although the COSC is not responsible for monitoring the content or condition of audio/visual materials, upon their return, any obvious damage or alteration to the materials will be brought immediately to the attention of the Deputy Director. In addition, a formal written Notice to the File will be prepared by the supervisor describing the damage or alteration and will be made a part of the public record. A copy will be forwarded to the Presiding Judge.

Release of audio/visual materials for viewing, listening to or copying:

The COSC requires a court order pursuant to Maricopa County Local Rule 2.8(e) before temporarily releasing audio/visual materials for viewing, listening to or copying. Court orders must include a return date for the materials to be temporarily released.

Upon execution of the order, the person taking custody of the materials will be responsible for the safety, security and integrity of the materials during the time they are temporarily released into his/her custody for viewing, listening, or copying purposes. Neither the COSC nor any of the COSC Deputy Directors will be responsible for the temporarily released materials.

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Page: 2 of 3	Revision Level: B Last Revised Date: 2/26/15	

Although the COSC is not responsible for monitoring the content or condition of audio/visual materials, upon their return, any obvious damage or alteration to the materials will be brought immediately to the attention of the Deputy Director. In addition, a formal written Notice to the File will be prepared by the supervisor who becomes aware of any obvious damage or alteration. The Notice to the File will describe the damage or alteration and will be made a part of the public record and a copy shall be forwarded to the Presiding Judge or the division that authorized the temporary release of the materials.

Use of power outlets:

COSC customers may plug equipment into available power outlets if the outlets are not already in use and the area remains free of trip hazards and other safety concerns.

BACKGROUND:

It is recognized that the COSC is not aware of the content or condition of any audio/visual materials upon accepting custody of them. They could be void of any recording or damaged in some way. The COSC is charged with the responsibility to receive and protect the materials as they are presented.

APPLICABILITY:

This policy applies to all COSC employees responsible for the storage and handling of audio/visual materials or exhibits.

DEFINITIONS:

Audio/visual materials or exhibits: Audio/visual materials or exhibits include, but are not limited to: Compact Discs (CDs), Digital Video Discs (DVDs), static images on 8.5 x 11 or smaller paper, tapes, reel film and other forms of electronic media and oversized items and images.

Approved, compact equipment: Approved, compact equipment means small scanners or copiers, laptop or tablet-sized computers, mobile phones, personal digital assistants (PDAs), camcorders/digital recorders, cameras, and other small equipment capable of displaying audio/visual materials or exhibits without disrupting COSC staff or others.

Non-approved equipment: Non-approved equipment means full-sized and non-handheld equipment which includes, but is not limited to, copy machines, computers, scanners, cameras, fax machines and other equipment that could interfere with COSC staff or others due to the equipment's size or the sound generated by the equipment's operation.



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Page: 3 of 3

REVISION HISTORY:

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-	N/A	Document Origination	4/30/12
A	Nancy Rodriguez	N/A	2/26/15
B	Christine Kelly	Updated to Controlled Document Index	4/24/15

AUTHORIZED SIGNATURES:

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Christine Kelly
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Approving Authority:

Michael K. Jeanes
Clerk of the Superior Court

Date Signed: 7/8/15