



**Filed**

Supreme Court of Guam, Clerk of Court

**ADMINISTRATIVE RULE NO. 23-001**

**REGARDING THE COPYING AND DISPOSITION OF COURT RECORDS FOR THE  
SUPERIOR AND SUPREME COURTS OF GUAM**

Pursuant to this Court’s authority to “make and promulgate rules governing the administration of the judiciary and the practice and procedure in the courts of the judicial branch of Guam,” the Interim Policy Regarding the Copying and Disposition of Court Records for the Superior and Supreme Courts of Guam attached as an Exhibit hereto is ADOPTED and shall be effective immediately until such time as a permanent policy is developed by the Administrative Office of the Courts for review and consideration and formally adopted by this body.

**SO ORDERED** on this 9th day of March, 2023.

\_\_\_\_\_/s/\_\_\_\_\_  
**F. PHILIP CARBULLIDO**  
Associate Justice

\_\_\_\_\_/s/\_\_\_\_\_  
**KATHERINE A. MARAMAN**  
Associate Justice

\_\_\_\_\_/s/\_\_\_\_\_  
**ROBERT J. TORRES**  
Chief Justice

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## **EXHIBIT**

### **INTERIM POLICY REGARDING THE COPYING AND DISPOSITION OF RECORDS OF THE SUPERIOR AND SUPREME COURTS OF GUAM**

#### **I. Introduction**

Pursuant to 7 GCA § 7120, the clerks of the Superior and Supreme Courts of Guam may copy court records for purposes of storage on film or in digitized form. Such copies shall be deemed original records and such original records shall be disposed of in accordance with policy promulgated by the Supreme Court of Guam and applicable law. In an effort to reduce the physical storage needs for the courts of the Judiciary of Guam, both the Superior and Supreme Courts have undertaken efforts to encourage the digitization of records, either through the scanning of such hard copy filed documents or the acceptance of such documents through an electronic filing portal. While the courts work toward a comprehensive policy to govern the digitization, storage and final disposition of records, this Interim Policy shall be applicable to the records identified below.

#### **II. Applicability**

This Interim Policy shall apply to the following types of records:

##### **A. Supreme Court Records:**

1. Marriage Applications
2. Pro Hac Vice Applications

##### **B. Superior Court Records:**

1. Small Claims Division
2. Traffic Citations
3. Voting Logs of Grand Jury Proceedings
4. Marriage Applications

Nothing contained in this Interim Policy shall be deemed to prohibit current practices for the disposal of documents not included in the scope of applicability set forth above.

### **III. Interim Disposal Process**

This section provides guidance for disposing of the records identified above. The Superior and Supreme Clerks of Court, or their designees, may systematically dispose records in accordance with statutes, this Interim Policy, and Miscellaneous Rule 6.1 of the Local Rules of Court. These records may be classified and segregated in accordance with retention requirements so that like records can be easily identified for purging when retention periods have elapsed.

Records disposed may be either (1) recycled or (2) shredded and then recycled. All confidential records must be shredded prior to recycling. Paper to be recycled should be maintained in a secure area until picked up by a recycling vendor. Guam law states that the clerks of the Superior and Supreme Courts “may cause any record, paper or document in their care and custody, to be photographed, microphotographed, or otherwise reproduced on film or in digitized form.” 7 GCA § 7120(a). As set forth in 7 GCA § 7120(c), “[t]he original record, paper, or document shall be preserved or disposed of in accordance with court rules of court and policies promulgated by the Supreme Court of Guam and applicable law.” The clerks of the Superior and Supreme Courts shall maintain a written record of all documents destroyed pursuant to this Interim Policy, which shall contain, at a minimum, the following relevant information: Category of records identified for disposal, period of time covered, and the date of disposal. For example, All marriage applications from January 1, 2000 through December 31, 2000 were disposed on January 15, 2001.