



## AFFIDAVIT OF DESTRUCTION OF DISTRICT COURT RECORDS

I **Audra Martin**, do hereby certify that the following records of the Washington County District Court-Elm Springs Department, have been retained for at least three (3) years as specified under Ark. Code Ann 16-10-211 and audited has been completed with respect to the records in question. Are to be destroyed on \_\_\_\_\_ 2025 by shredding of said records.

Type of Record	From Year	To Year
Bank Reconciliations	2019	2022
Check Book Registers/check listings		
Cancelled Checks		
Bank Statements		
Receipts		
Deposit Collection Records		
Receipts Listings		
Distribution Reports		
Receipt/disbursement Journals		
Time Pay Records		
Citation Book Logs		
Citation Books for ES P.D.		
Served, recalled, quashed warrants		
Copies of citations		
Community Service time sheets		
Uniform Filing Fees collection remittance forms and fine report		

\_\_\_\_\_  
District Chief Court Clerk  
Audra Martin

\_\_\_\_\_  
Mayor-Angela Russell

\_\_\_\_\_  
City Council Member

Subscribed and Sworn to me the \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Connie Newman, Notary Public

Form approved by Hon. Terra Stephenson