



UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF FLORIDA

ADMINISTRATIVE ORDER 2014-73

**IN RE: RETENTION AND DISPOSITION OF
APPLICATIONS FOR WARRANTS AND ORDERS
TO DISCLOSE, OR OTHER MISCELLANEOUS
MAGISTRATE MATTERS**

The purpose of this Administrative Order is to establish the length of time the Clerk's Office shall retain records related to applications and warrants (search, seizure, restraint, tracking, inspection, to enter premise, to seize property subject to forfeiture, etc.); applications and orders to disclose (email, cell site information, telephone subscriber records, tax returns and return information, toll records, etc.); and other miscellaneous law enforcement matters brought before a Magistrate Judge.

Pursuant to the *Guide to Judiciary Policy*, Records Disposition Schedule 2 (13e), the retention schedule for such warrants and orders to disclose, which are considered miscellaneous case files, is "10 years after the date of last action." Having considered the established retention schedules and having consulted with the United States Attorney and the Federal Public Defender's Office, this Court is establishing a policy for the disposition of such records. It is hereby

ORDERED that records related to applications and warrants (search, seizure, restraint, tracking, inspection, to enter premise, to seize property subject to forfeiture, etc.); applications and orders to disclose (email, cell site information, telephone subscriber records, tax returns and return information, toll records, etc.); and other miscellaneous law enforcement matters brought before a Magistrate Judge shall be retained by the Clerk's Office for 10 years after the last

judicial action in the file, which is consistent with the disposition of electronic surveillance matters pursuant to Administrative Order 2012-86. It is further

ORDERED that the Clerk's Office is directed to destroy such records 10 years after the last judicial action in the file. The destruction of such records shall occur in a secure manner as established by the Clerk and without further order of the Court. It is further

ORDERED that the Court Administrator • Clerk of Court will implement the necessary procedures to insure compliance with this Order.

DONE AND ORDERED in Chambers in Miami, Miami-Dade County, Florida this 8th day of July, 2014.


K. MICHAEL MOORE
CHIEF UNITED STATES DISTRICT JUDGE

Copies furnished to:

The Honorable Ed Carnes, Chief Judge, Eleventh Circuit
All Southern District Judges and Magistrate Judges
Wifredo Ferrer, United States Attorney
Michael Caruso, Federal Public Defender
Steven M. Larimore, Court Administrator • Clerk of Court
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