

IN THE UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF IOWA

IN THE MATTER OF  
DISPOSAL OF SCANNED DOCUMENTS

**ORDER**

No. 24 - AO - 1 - P

On December 8, 2006, the Southern District of Iowa established that paper documents shall be maintained for one year after being scanned in their entirety into the CM/ECF system. After the one-year deadline, these documents shall be disposed of in an appropriate manner by the Clerk's Office without further notice to any party or to the Court. Public Administrative Order 06-AO-6-P.

On September 25, 2007, Administrative Order 07-AO-2-P provided directions for specific criminal documents that must be scanned into CM/ECF and either returned to United States Attorney's Office or maintained by the Clerk's Office.

Effective immediately, the Clerk of Court's Office will continue to scan all documents into CM/ECF. The CM/ECF version will continue to be the official version of every document. The Clerk's Office will maintain documents for sixty (60) days while they go through verification and quality control checks. After 60 days, these documents shall be disposed of in an appropriate manner by the Clerk's Office without further notice to any party or to the Court.

For search warrants, complaints, pen trap/trace, Title IIIs, indictments and vote sheets, there is no requirement that the United States Attorney's Office maintain physical or wet ink versions of these documents separate from the Clerk's Office or the CM/ECF version.



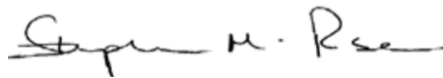
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In conjunction with this Administrative Order, the following Administrative Orders are rescinded:

M1-39  
06-AO-6-P  
07-AO-2-P

IT IS SO ORDERED.

Dated this 10th day of April, 2024.



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**STEPHANIE M. ROSE**  
Chief Judge  
United States District Court  
Southern District of Iowa