

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
ADMINISTRATIVE BULLETIN NO. 16  
(Amended October 31, 1989)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

Area Court Administrators	Presiding Judges
Clerk of the Appellate Courts	Senior Staff
Third District Rural Training Assistant	Administrative Associate
Full-Time Clerks of Court	
Magistrates at locations with no full-time clerk	
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

SUBJECT: Destruction of Unofficial Records of Confidential Proceedings

Carbon paper imprints and all other unofficial copies of any confidential court records must be destroyed by shredding or other means that will ensure the imprints or copies cannot be read. Any questions about copies of court records which must be destroyed or method of destruction should be directed to Staff Counsel, at 264-8228.

Dated: \_\_\_\_\_

In Effect Since: July 1, 1985

\_\_\_\_\_  
Arthur H. Snowden, II  
Administrative Director

Originally issued as Bulletin 85-8 effective July 1, 1985; reissued as Bulletin No. 16 on April 6, 1987.

Original Distribution:  
All Court Employees