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**Summary Reporting System Technical Memo 07-01**

**To:** Clerks of the Circuit Court

**From:** Bradley Rich, Senior Court Analyst, Court Services



**Date:** September 18, 2007

**Subject:** Audit Trails (Retention)

The purpose of this technical memorandum is to clarify the audit trail retention period as outlined on SRS Manual 2002 Page 13-4. To provide clerks and court administration with the maximum opportunity for data review and correction, the OSCA allows for the amendment of SRS data for a full three calendar years prior to the current one. For example in September 2007, the clerk has the opportunity to amend SRS data for the full years of 2004, 2005, 2006, and the partial year 2007. To ensure the quality of SRS data throughout the amendment period, all counties must maintain audit trail information for the same period; that is for three full calendar years prior to the current year and for all of the partial current year.

Please ensure that this technical memorandum is forwarded to all staff responsible for reporting data for SRS purposes, as all future SRS audits will be based on this policy. If you have questions or concerns regarding this or any SRS related issue, please contact me at (850) 488-1509.

Thank you for your attention to this matter.

cc: Gregory Youchock, Chief of Court Services  
Kristine Slayden, Senior Court Statistics Consultant