

FILED  
February 28, 2008  
U. S. Bankruptcy Court  
Bradford L. Bolton, Clerk

UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF COLORADO

IN THE MATTER OF BANKRUPTCY COURT  
RECORDS RETENTION AND DISPOSAL

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AMENDED GENERAL PROCEDURE ORDER NUMBER 2007-3

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THIS MATTER arises *sua sponte* upon the need to establish local procedures for the retention and disposal of paper records in accordance with authority approved by the Judicial Conference of the United States and the National Archives and Records Administration that permits the disposal of paper documents scanned in their entirety in the Case Management/Electronic Case File (CM/ECF) system. Accordingly, it is

ORDERED that upon scanning and entry into the CM/ECF system, and after reviewing and verifying for quality control, the Clerk shall retain bankruptcy court paper records for the following periods:

1. Proofs of claim, three (3) years after date of entry;
2. Form 21 and Declarations of Social Security Number, five (5) years after date of entry; and
3. All other documents
  - A. filed from January 1998 to May 12, 2006, two years after entry into CM/ECF or until superseded, obsolete, or no longer needed for active

court business, whichever occurs first, or

B. filed after May 12, 2006, six (6) months after entry; and it is

FURTHER ORDERED that upon conclusion of the retention periods described above, the Clerk shall, after notice to the judges and staff of this court as the Clerk deems appropriate, dispose of such records as a matter of course.

Dated: February 28, 2008.

BY THE COURT:

Howard R. Tallman, Chief Judge  
Sidney B. Brooks, Judge  
A. Bruce Campbell, Judge  
Elizabeth E. Brown, Judge  
Michael E. Romero, Judge