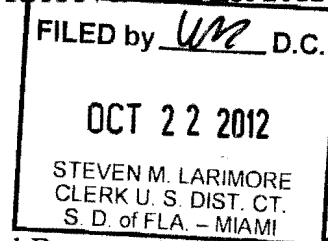


UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF FLORIDA

ADMINISTRATIVE ORDER 2012-86

IN RE: RETENTION OF ELECTRONIC SURVEILLANCE  
RECORDS AND GRAND JURY MATTERS

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Administrative Order 2008-30, titled In Re: Retention of Sealed Documents and Repeal of Administrative Order 95-70, provides that all documents presented to Judges of this Court related to electronic surveillance, including but not limited to Title III electronic wire tap applications, pen registers, transponder applications, trap and trace applications, cell site and subscriber information applications shall be retained by the Clerk's Office. The Administrative Order also provides that Grand Jury matters shall also be retained by the Clerk's Office. While pursuant to Administrative Order 2008-30 the Clerk's Office will continue to retain such records, the purpose of this Administrative Order is to establish the length of time such records shall be retained by the Clerk's Office.

Pursuant to the Guide to Judiciary Policy, Records Disposition Schedule 2, the retention schedule for grand jury proceedings is "as directed by the court." The retention schedule for wire tap applications, pen registers, and other surveillance records, 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 documents related to grand jury matters, as well as records related to electronic surveillance, including but not limited to Title III electronic wire tap applications, pen registers, transponder applications, trap and trace applications, cell site and subscriber information

applications shall be retained by the Clerk's Office for 10 years after the last judicial action in the file. 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 19  
day of October, 2012.

  
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FEDERICO A. MORENO  
CHIEF UNITED STATES DISTRICT JUDGE

Copies furnished to:

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  
Library