

Coburg Municipal Court

Priority 1 –Scanning Project

- Create , document and destroy already scanned cases, 30 days post scanning date.
- Keep up on daily scanning of all newly closed cases
- Continue scanning older violation cases. We have about 15 large folders of cases left to scan, then we will prepare and scan open misdemeanor cases

Priority 2 – Compliance with State of Oregon Retention Policies

- Create reports for cases that are due to be destroyed and purged from system, then shredding those files
- To audit all adjudicated and open cases for purging due to age of the case (By Oregon Statute, cases can only be held and collected on for 20 years from the date of adjudication)

Priority 3 – Staff Education

- Continue further education. Taking advantage of any training that may help in the management of the Court



Mandy Balcom
Court Administrator