

Rule 55. Records.

**(a) Register of actions.** The clerk shall keep a record known as the register of actions and shall enter those items set forth below. The register of actions may be in any of the following forms or styles:

(1) Repeal.

(2) Repeal.

(3) Repeal.

(4) Any form or style approved by the State Court Administrator, or supreme court directive or order.

A register of actions shall be prepared for each case or matter filed. The file number of each case or matter shall be entered in the court case management system. All documents filed with the clerk, electronic data transfers submitted or received, all costs, appearances, orders, verdicts, and judgments shall be entered chronologically in the register of actions. The entries shall be brief but shall show the date and complete title of each document filed, order issued, and data transfer submitted or received.

**(b) Criminal Record.** Repealed effective September 4, 1974.

**(c) Indices.** The clerk shall keep indices of all records. Indices may be in any of the following forms or styles:

(1) Repeal.

(2) Repeal.

(3) Repeal.

(4) Repeal.

(5) Any form or style approved by the State Court Administrator, or supreme court directive or order.

**(d)** Repeal.

**(e) Reporter's Notes; Custody, Use, Ownership, Retention.** The practice and procedure concerning reporter's notes and electronic or mechanical recordings shall be as prescribed in [Rule 80, C.R.C.P.](#), for district courts and [Rule 380, C.R.C.P.](#), for county courts.

**(f) Retention and Disposition of Records.** The clerk shall retain and dispose of all court records in accordance with the manual entitled, Colorado Judicial Department Records Retention Manual.