

Supreme Court of Kentucky

ORDER

2022-23

**In Re: Kentucky Court of Justice Records Retention Schedule
 1978-Present**

Pursuant to Section 110(5)(b) of the Constitution of Kentucky and KRS 26A.200-.220, it is HEREBY ORDERED that the amended Kentucky Court of Justice Records Retention Schedule 1978-Present (“Schedule”), attached hereto and made a part of this order, is approved, effective September 1, 2022. The Kentucky Court of Justice Records Retention Schedule 1978-Present previously approved by Supreme Court Administrative Order 2010-07 (July 12, 2010) shall be rescinded and deleted in its entirety, effective September 1, 2022.

The amended Retention Schedule shall govern the maintenance and destruction of all records, files, dockets, and indexes created by and through the Court of Justice for which the office of the Circuit Court Clerk is responsible under KRS 30A.010-.260. Further, the Kentucky Court of Justice Records Officer designated by the Chief Justice shall have the authority to direct the archive and destruction of records in compliance with the terms contained in this order and the attached schedule.

Failure by any elected officials or employees to comply with the attached schedule or any other order of or instruction from the Supreme Court, Chief Justice, or the Records Officer with respect to this order and

the attached schedule shall be referred to the appropriate disciplinary authority.

This Order shall be effective September 1, 2022, and until further Order of this Court.

Entered this 26th day of April 2022.


CHIEF JUSTICE

All sitting; all concur.

STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION

Archives and Records Management Division

Kentucky Department for Libraries and Archives

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

KCOJ

Court of Justice: 1978 to Present

Circuit Court

**Record Group
Number**

0640

Series	Records Title and Description	Function and Use
04491	Electronic Records Case Management System	The Electronic Records Case Management System provides a statewide link to an individual's record(s) for access to all convictions and judgments. These cases include Civil, Criminal, Adoption, Juvenile, and others. The system consists of a minimum of seven levels of information related to the following: 1) offender; 2) arrest; 3) prosecution information; 4) court disposition of the case; 5) sentence amount; (6) sentenced time in jail or prison or probation time.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Information related to the offender, plaintiff/defendant; arrest; prosecution; court disposition; sentencing; handling of offender. This information may include: date of birth; sex; race; ethnic origin; residence; arresting agency; date of offense; number of offenses; disposition date; court which adjudicated; name of judge; defendant's plea; bond/pretrial release information; information related to counsel; type of trial; scheduled events; motions; documents filed or entered; attorneys; process information
	Retention and Disposition	Records contained in Electronic Records Case Management Systems correspond to other series in this retention schedule and should be identified based on record type and retained for the same periods, then destroyed accordingly. When a hard copy record is destroyed per the retention schedule, its electronic counterpart must also be destroyed. As part of the destruction process, some anonymized data may be collected and retained with the Administrative Office of the Courts for statistical purposes. Permanent information shall be migrated to new records management systems and hardware as these change over time.

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**STATE AGENCY RECORDS
RETENTION SCHEDULE**

KCOJ
Court of Justice: 1978 to Present
Circuit Court
Adoption/Termination Records

**Record Group
Number
0640**

Series	Records Title and Description	Function and Use
00204	Index Card File	This series documents crucial information for accessing the Adoption/Termination Case Files (00206) and Adoption/Termination Docket Sheets (00205). The index furnishes the case number for the mentioned series. Without the index accessing Adoption/Termination Cases and Docket Sheets would be extremely difficult and possibly impossible, due to time required. NOTE: These records are no longer created, but existing files must still be maintained.
	Access Restrictions	KRS 199.570. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Date case filed, style of case, case number, Judge's number
	Retention and Disposition	Retain permanently in agency. NOTE: A copy of the index must be transferred to the State Archives Center upon request and verification of need.
00205	Docket Sheet File	This series documents in summary form the proceedings in Adoption/Termination Hearing Cases (00206) appearing before the Circuit Court. Dockets are prepared pursuant to Civil Rules. This series provides a backup to the related case files, in the event of their loss, damage, or theft.
	Access Restrictions	KRS 199.570. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: style of case, case number, attorneys, case proceedings, documents, orders, judgments, Judge, court, process
	Retention and Disposition	Transfer to the State Archives Center when no longer needed administratively.
00206	Hearing Case Files	This series documents the legal process, orders and judgments rendered in all adoption/termination hearings. An adoption file is initiated to legally allow/disallow an individual to take another person's child into their own family, treating him as their own and giving the child all the rights and duties as their own child. A termination file is initiated to legally terminate parental rights and documents the legal process, orders, and judgment rendered during the proceedings.
	Access Restrictions	KRS 199.570. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: All proceedings, case number, case style, orders, judgments, process, motions
	Retention and Disposition	Retain in agency for 15 years. Transfer to the State Records Center for ten years, then transfer to the State Archives Center.
04641	Calendars	This series documents the court proceedings, orders and judgments of each adoption case. The sheets become orders and judgments when signed by the Judge. The calendar sheets may be used in court in the event of theft, loss, or damage to the related cases.
	Access Restrictions	KRS 199.570. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Case style, case number, proceedings, Judge's order, county, court, Judge, attorney
	Retention and Disposition	Retain those Calendar sheets that contain Judge's Orders. Destroy all others after one year.

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Court of Justice: 1978 to Present
Circuit Court
Circuit Court Public Records

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Series	Records Title and Description	Function and Use
00199	Public Trial Calendar	This series documents the court proceedings, orders and judgments of each case. The sheets may become orders and judgments, when signed by the Judge. The information recorded on calendars is retained permanently in the Individual Case Docket Sheet (00201) and in the Individual Case Files (00202).
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: Case style; case number; Proceedings; Judge's orders for the day; county; court; Judge; attorney; social security number; defendant's date of birth; complaining witness; Charge
	Retention and Disposition	Retain permanently those Calendar sheets that contain Judge's Orders. Destroy all others after one year.
00200	Public Index Card File	This series served as an index to Individual Case Files (00202) and Individual Case Docket Sheets (00201). It was used as a quick reference tool for accessing civil, criminal, and appealed cases and related Docket Sheets for Circuit Court. Adoption Cases were not located in this index file. NOTE: These records are no longer created, but existing files must still be maintained.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Date filed, style of case, case number, court number, Judge's number, citation number, and offense
	Retention and Disposition	Retain permanently in agency. NOTE: A copy of the index must be transferred to the State Archives Center upon request and verification of need.
00201	Individual Case Docket Sheets	This series documents, in summary form, the proceedings in appealed, civil, and criminal cases appearing before the Circuit Court. Dockets are prepared pursuant to civil and criminal rules. The series also serves as backup to case files in the event of their loss, damage or theft. NOTE: These records are no longer created, but existing files must still be maintained.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Civil, criminal, and appealed cases, listing the style of case, attorneys, court name, Judge's name, date filed, all case proceedings and documents, process, and judgment
	Retention and Disposition	Transfer to the State Archives Center when no longer needed administratively.
00202	Individual Case Files	This series documents the legal process, orders and judgments rendered in all Circuit Court Cases, other than Adoption/Termination cases. It contains the originals of all proceedings related to civil and criminal cases. The series began in 1978, when the court system was changed. Prior to 1978, the series was covered under series 02173, from the Pre-1978 Court of Justice Retention Schedule.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Proceedings, motions, orders, judgments, complaints, petitions, case number, case style, exhibits, legal process instruments
	Retention and Disposition	Retain in agency for 15 years. Transfer to the State Records Center for ten years, then transfer to the State Archives Center for permanent retention. NOTE: Duplicate copies of transcripts of appealed cases should be destroyed after expiration of time for discretionary review.

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Series	Records Title and Description	Function and Use
00203	Exhibits	This series documents the physical evidence used to support trial testimony. An exhibit is any item produced/exhibited during a trial/hearing as proof of facts and made part of the case. Some exhibits have museum or archival value and need to be evaluated prior to destruction. Others include weapons and contraband which are to be destroyed.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Items produced/exhibited during a trial/hearing as proof of facts and made part of the case
	Retention and Disposition	Disposition is determined by order of the trial judge.
00824	Hearing Recording, Log Sheets, Stenographic Tapes, & Shorthand Books	This series records court proceedings in each case during court appearance. The log sheets are used as locators. The log sheets identify, by the numeric/digital setting on the tape player, the attorney or testimony of a witness. This information is needed for the preparation of transcripts.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains; Hearing recording, log sheets, stenographic tapes, and shorthand books
	Retention and Disposition	Destroy five years after final disposition of case and expiration of appeal period
04009	Audio/Video Recordings of Civil Proceedings	This series is the official record of civil proceedings heard in Circuit Court. It replaces the traditional use of court reporters to record proceedings. Two Audio/Video Recordings are made, recorded simultaneously during court proceedings. Video systems are more accurate than traditional court reporting in that they eliminate form and content errors made by court reporters and allow for complete verbatim reporting. Use of video equipment, rather than court reporters, is also viewed as a cost saving measure. In addition to absolute accuracy, the reviewer of the Audio/Video Recording can observe tone, voice inflections, facial expressions, gestures and pauses of the speakers, thus possibly conveying a different meaning than would be in a written transcript. Also, by viewing the tapes rather than reading a transcript, viewers can more accurately determine the level of understanding and communication skills of witnesses, for purposes of determining competency to testify.
	Access Restrictions	The cases closed by Statute or Court Order. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains audio/visual recording of court activities during any given case
	Retention and Disposition	Destroy five years after final disposition of case and expiration of appeal period. NOTE: See series 04212, for Audio/Video Recordings of Appealed Cases.
04010	Audio/Video Recordings of Criminal Proceedings	This series is the official record of criminal proceedings heard in Circuit Court. It replaces the traditional use of court reporters to record proceedings. Two Audio/Video Recordings recordings are made, recorded simultaneously during court proceedings. Video systems are more accurate than traditional court reporting in that they eliminate form and content errors made by court reporters and allow for complete verbatim reporting. Use of video equipment, rather than court reporters, is also viewed as a cost saving measure. In addition to absolute accuracy, the reviewer of the Audio/Video Recordings can observe tone, voice inflections, facial expressions, gestures, and pauses of the speakers, thus possibly conveying a different meaning than would be in a written transcript. Also, by viewing the tapes rather than reading a transcript, viewers can more accurately determine the level of understanding, and communication skills of the witnesses for determining competency to testify. See attachment for additional information.
	Access Restrictions	The cases closed by Statute or Court Order. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains visual recording of court activities during any given case
	Retention and Disposition	Destroy 75 years after final disposition of case and expiration of appeal period. NOTE: See series 04212, for Audio/Video Recordings of Appealed Cases

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Circuit Court
Circuit Court Public Records

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Series	Records Title and Description	Function and Use
04011	Audio/Video Recordings Log	This series is created by the trial judge or his designee. The log indicates, by date and military time, (which automatically appears during recording) when an individual is speaking. The information is especially useful in preparing the record for appeal and for research purposes. With this information, judges, attorneys, clerks, or individuals can eliminate the viewing of hours of tapes to locate specific information by skimming through the tape until the appropriate date and time appears.
	Access Restrictions	The cases closed by Statute or Court Order. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Presiding Judge; tape number; case number; style of case; plaintiff's/defendant's attorney; date recorded; speakers' names and times speaking; verdict and penalty; other information necessary for identification purposes
	Retention and Disposition	Copy of log must accompany Audio/Video Recordings of Appealed Cases (04212) when such cases are transferred to the State Archives Center. Destroy remaining logs when Audio/Video Recordings are destroyed
04210	Audio/Video Recording Receipts and Case Listing Log	This series is created by circuit clerks or their designees. It indicates that the Clerk's Office received the tapes and the date received. Through use of this information, judges, attorneys, clerks, or individuals can locate Audio/Video Recordings necessary to obtain specific information. If the year, court, (court division when applicable), and style of case is known, users can locate tape numbers by consulting the log and can eliminate consulting the Public Index Card File (00200) to the case files. This information is especially useful when preparing cases for the appeal process.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Date of receipt; court case number; style of case; tape numbers and starting and ending times
	Retention and Disposition	Destroy when the related Audio/Video Recordings are destroyed
04212	Audio/Video Recordings of Appealed Cases	This series is the official record of court proceedings as described in the Audio/Video Recordings of Civil Proceedings (04009) and the Audio/Video Recordings of Criminal Proceedings (04010). The use of video equipment began in 1982. When created, there are two Audio/Video Recordings, recorded simultaneously. Upon the filing of a notice of appeal, this series, one of the two Audio/Video Recordings, or a court-certified copy of that portion recording the court proceeding being appealed, is filed with the Clerk and certified by the Clerk as part of the record on appeal. The Circuit Clerk will retain this Audio/Video Recording until transmitted to the appellate court (transmitted on request of the Clerk of the Appellate Court). The second Audio/Video Recording or a court-certified copy of that portion recording the court proceeding being appealed is retained by the court of jurisdiction. Upon final disposition of the appeal, the Audio/Video Recording of the lower court proceedings is returned to the court of jurisdiction.
	Access Restrictions	The cases closed by Statute or Court Order. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains visual recording of court activities during any given case
	Retention and Disposition	Transfer one original to the State Archives Center for permanent retention when related case files (00202) are transferred. Destroy excess copies of Audio/Video Recordings prior to transfer.

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Circuit Court
Circuit Court Public Records

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0640**

Series	Records Title and Description	Function and Use
04803	Self-Consent Abortions by a Minor - (effective 1986)	This series documents the filing of petitions and related information in Self-consent abortions by minors. The petitions are filed by the minor or her next friend*. All minors have the right to petition any Circuit or District Court for an order granting the right to an abortion. The court is responsible for assisting the minor or her next friend in preparing and filing the petition and insuring the minor's identity is kept anonymous. The Court advises the minor that she has the right to court-appointed counsel and that she will be provided with such counsel upon request. All proceedings related to self-consent abortions are given preference over other matters to insure the court reaches a decision promptly, within 72 hours. The 72-hour limitation may be extended at the request of the minor. Prior to issuing the decision, the court hears evidence relating to the emotional development, maturity, intellect, and understanding of the minor (nature, possible consequences, and alternatives to the abortion). The court hears other evidence that it finds useful in determining whether or not the abortion is in the best interest of the minor. Once the decision is rendered, if the case is to be appealed, it must be done within 72 hours. All appeals automatically go to the Court of Appeals. *Next friend is an interested party other than a parent, guardian or court appointed authority.
	Access Restrictions	Supreme Court Rule; KRS 370.192. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Petitions, orders, guardian appointment, evidence, motions, order for attorney fees, notice of appeal and findings, if appealed
	Retention and Disposition	Destroy after 30 days if no appeal is in progress.
04804	Juvenile Mental Inquest Case Files - (effective 1986)	This series documents all information related to the filing and adjudication process of the Court, related to Juvenile Mental Inquest Cases for a minor over sixteen years of age. The cases are initiated by the juvenile, juvenile's parents/guardians, hospital, by petition, or in the case of emergency involuntary hospitalization, a peace officer or any interested person. The cases are initiated to have a juvenile hospitalized for a specific time for observation, due to the juvenile being suspected of being a danger to himself or others. The minor is committed by order of the Judge. If the minor requests to be released, a hearing is scheduled in District or Circuit Court. The presiding Judge decides to release the juvenile or commit him for 60 or 180 days, to continue evaluation/treatment.
	Access Restrictions	KRS 610.320. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Petitions; mental health inquest warrants; mental health orders; photo identification; mental health transportation order; uniform citation, if law enforcement used a warrant to transport; officer sign out sheet (pick up of warrant, order for emergency hospitalization and evaluation)
	Retention and Disposition	Destroy after the child reaches twenty-three years of age.
05474	Depositions	This series documents the sworn testimony given by deposed witnesses prior to a court proceeding. These documents are used by parties for the purpose of fact finding and pretrial discovery. These documents may be introduced as an exhibit during the course of a trial.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Deposed witnesses pretrial testimony collected during pretrial events
	Retention and Disposition	Upon conclusion of the appeals period, the Depositions may be returned to original attorneys involved in the case or destroyed.
06971	Expunged Felony Records	Contains those records of felony convictions that have been expunged from the official record of the Defendant.
	Access Restrictions	
	Contents	Full court record of felony criminal charges and outcomes.
	Retention and Disposition	Retain permanently at the State Records Center.

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KCOJ
Court of Justice: 1978 to Present
Circuit Court
Circuit Court Public Records

**Record Group
Number
0640**

Series	Records Title and Description	Function and Use
06972	Domestic Relations Commissioner Recordings	This series is the official record of DRC hearings. It replaces the traditional use of court reporters to record proceedings. Video systems are more accurate than traditional court reporting because they eliminate form and content errors made by court reporters and allow for complete verbatim reporting. Use of video equipment, rather than court reporters, is also viewed as a cost saving measure. In addition to absolute accuracy, the reviewer of the Audio/Video Recording can observe tone, voice inflections, facial expressions, gestures and pauses of the speakers, thus possibly conveying a different meaning than would be documented in a written transcript. Also, by viewing the tapes rather than reading a transcript, viewers can more accurately determine the level of understanding and communication skills of witnesses, for purposes of determining competency to testify.
	Access Restrictions	
	Contents	Recordings of hearings in front of Domestic Relations Commissioners including testimony and findings placed on the recording.
	Retention and Disposition	Destroy five years after final disposition of case and expiration of appeal period. NOTE: See Series 04212, for Audio/Video Recordings of Appealed Cases.
06973	Civil Appeals from District Court	District Civil Cases that are appealed to the Circuit Court. These cases are not given Circuit case numbers and must be kept and accessioned as separate types of files.
	Access Restrictions	
	Contents	Contains all the copies of the District Civil Case sent to Circuit Court as well as any additional pleadings or briefing requested by the Circuit Court and the Circuit Court's ruling on the appeal.
	Retention and Disposition	Destroy when the underlying District Civil Case is eligible for Destruction after all matters are adjudicated and further appeals periods have expired.
06974	District Criminal Appeals to Circuit Court	District Criminal cases that are appealed to the Circuit Court. These cases are not given Circuit case numbers and must be kept and accessioned as separate types of files.
	Access Restrictions	
	Contents	Contains all the copies of the District Criminal Case sent to Circuit Court as well as any additional pleadings or briefing requested by the Circuit Court and the Circuit Court's ruling on the appeal.
	Retention and Disposition	Destroy when the underlying District Civil Case is eligible for Destruction after all matters are adjudicated and further appeals periods have expired.
06976	Coroner's Inquest Verdict	Coroners can hold an inquest when a death appears suspicious and if they find the death was the result of a crime, they transfer the Coroner's Inquest Warrant to the appropriate law enforcement agency for action and file the Coroner's Inquest Warrant with the Circuit Court Clerk's office.
	Access Restrictions	
	Contents	Contains the Coroner's findings regarding criminal activity in a suspicious death.
	Retention and Disposition	Retain Permanently at State Records Center

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Court of Justice: 1978 to Present
Circuit Court
Court Administrative Records

**Record Group
Number
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Series	Records Title and Description	Function and Use
00207	Daily Closing Report File	This series provides a centralized location for documents supporting the financial activity of the Clerk's Office for any given day. The documents in this file support entries made to the Journal Books (00208). It contains the second copy of all cash receipts, bank deposit slips, and forms that indicate money received and disbursed.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Daily cash settlements for each cash drawer (AOC 503); cash receipts batch control for each drawer (AOC 502); a combined cash receipts/batch control; the second copy of cash receipts; automated systems that have recaps for each drawer; automated systems' disbursement checklist; driver's license reports (TD 95-250); deposit slips
	Retention and Disposition	Retain in agency for 2 years, then destroy after audit.
00208	Journal Books	This series documents the cash flow through the Circuit Court Clerk's Office for activities such as court costs, payment of fines, bond issues, etc. The Cash Receipts Journal (AOC 504) summarizes daily cash receipts by receipt category. It also documents adjusting entries and is used to prepare monthly reports to the Finance and Administration Cabinet, the Department of Public Advocacy, the Department Fish and Wildlife Resources, and the Administrative Office of the Courts. The Cash Disbursements Journal (AOC 520) is a register of each check issued by the Circuit Clerk. This series also documents the adjustment of entries. It is used to prepare monthly reports (same as above).
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Summary of cash receipts; listing of checks; payee; payer; check number; case number; amount of check and category of each disbursement
	Retention and Disposition	Retain in agency for 5 years, then destroy after audit.
00209	Ledger Card File	This series documents receipts/disbursements for specific cases or major receipt categories and can be used to provide a report for specifics. Detail ledger cards provide a history of receipts and disbursements, by case and/or defendant, for third party moneys received/dischursed by the Circuit Clerks. Control Cards record a total payable balance for each major receipt category (i.e. State depository, Bail Bonds, Restitutions, etc.)
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Names of payer; terms of payment; address of payer/payee; case/citation number; category; date of payments; receipt numbers; cumulative balance; check number; amount of checks
	Retention and Disposition	Retain in open file until account is closed. Destroy closed file after 2 years, and audit.
00210	Bank Reconciliation File	This series documents cash balances and that the Circuit Clerks agree with cash balances deposited in specific banks. It documents deposits which have not cleared the bank, checks which have not been cashed, bookkeeping/bank errors, insufficient fund checks, and accumulated interest.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains amounts and dates of the following: Deposits in transit; outstanding checks; outstanding bank transfers; items on bank statement not on card; items on card not on bank statement
	Retention and Disposition	Retain in agency for 2 years, then destroy after audit.

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Series	Records Title and Description	Function and Use
00211	Adjusting Entry File	This series documents the adjusting entries that were made to record entries to accounting records that do not enter through normal day-to-day postings. Adjusting entries are made to correct errors, post interest, and void checks.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Date of entry; entry number; journal affected; breakdown of categories affected; control cards affected; detail cards affected; explanation of entry
	Retention and Disposition	Retain in agency for 5 years, then destroy after audit.
00213	Driver Licensing File	This series documents the information necessary for the Clerk's Office to issue driver's licenses. It documents information related to the individual (birthdate, physical description, social security number, address). It also documents the type of license applied for and whether or not there are restrictions applied.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains a complete license record showing county of issuance, license number, expiration date, license type, date of birth, social security number, restrictions, date applied, height, weight, color of eyes and hair, licensee's name and mailing address
	Retention and Disposition	Retain in agency for 4 years, then destroy.
00214	Monthly Departmental Memoranda File	This series documents the information necessary for the Circuit Clerks to request reimbursement of funds the office has paid jurors, witnesses, and jury commissioners. The request for reimbursement form and supporting documentation is sent to the County Fee Systems, Finance and Administration Cabinet, for approval and reimbursement. After approval, the cabinet prepares the reimbursement check and mails it to the appropriate clerk's office.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: 1) jury, witness, and jury commissioner reimbursement schedule (AOC 582.1); 2) witness fund report (AOC-589); 3) jury fund report (AOC-585); 4) summary financial report (AOC 586); 5) order for jury witness, and jury commissioner reimbursement (AOC-582)
	Retention and Disposition	Retain in agency for 2 years and destroy after audit.
00825	Grand Jury Records	This series summarizes the activities of the grand jury and includes the No True Bills. No True Bills are issued when the grand jury determines there is insufficient evidence for prosecution. The Commonwealth's Attorney's office prepares a report which summarizes the activities (number of indictments and No True Bills) of each grand jury session, for use by the Circuit Clerk.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Number of indictments; number of No True Bills; information related to No True Bills; names of defendants; and summaries of grand jury activities
	Retention and Disposition	Retain permanently in agency or transfer to the State Archives Center.
00826	Jury Selection Records	This series documents the process involved in juror selection. It includes a list of prospective jurors, juror qualification forms, and all related papers. The list of prospective jurors is furnished upon request. The Administrative Office of the Courts prepares the list for the driver's license file and voter registrations.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: Lists of prospective jurors, juror qualification forms, work papers, summons (juror)
	Retention and Disposition	Destroy after all persons selected to serve as jurors have been discharged.

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District Court
District Court Public Records

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Series	Records Title and Description	Function and Use
00182	Public Trial Calendar Sheets Daily Disposition Reports included	This series records the Court proceedings, orders, and judgments of each case. The sheets become orders and judgments when signed by the judge. The calendar sheets may be used (in court) in the event of theft, loss, or damage to related cases.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Case style, case number, proceedings, Judge's orders for the day, county, court, judge, attorney, social security number, defendant's date of birth, complaining witness, charge
	Retention and Disposition	Retain permanently those sheets that contain (a) guilty dispositions for enhanceable charges as long as they remain enhanceable offenses, or (b) convictions identified by KSP as sex offender registry convictions or convictions utilized as disqualifying offenses (for CCDW, lottery corporation, charitable gaming, etc) and agreed upon by AOC. Destroy all others when related case file is eligible for destruction. Under KYCourts3 each sheet will be individually attached to a case file and only that sheet needs to be retained per the above guidelines. Sheets that contain multiple cases need not be retained as long as the individual sheet is retained with the case file.
00183	Public Index File	This series documented information necessary for accessing the following types of case files: series 00185, 00186, 00187, 00189, 00190, 00191; and individual case docket sheets, series 00184 and 01029. It served as an index to the following District Court records: Civil, Small Claims, Probate, Traffic, Misdemeanor, and Felony Preliminary Hearing Cases. NOTE: These records are no longer created, but existing files must still be maintained.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Date filed, style of case, case number, court number, judge number, citation number, and offense
	Retention and Disposition	Pull traffic, misdemeanor, and felony index cards from file and destroy when case jackets are destroyed. Retain all others permanently. NOTE: A copy of the index must be transferred to the State Archives Center upon request and verification of need
00184	Individual Case Docket Sheets	This series documents, in summary form, the proceedings in Civil Case Files (00186), and Small Claims Case Files (00185), appearing before the District Court. Dockets are prepared pursuant to the Civil Rules for use by the court, bar, and individuals. This series also serves as a backup to the cases in the event of their loss, damage, or theft. NOTE: These records are no longer created, but existing files must still be maintained.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Case number, case style, court, judge's name, date, summary of each document entered in case file
	Retention and Disposition	Transfer to the State Archives Center for permanent retention when no longer needed administratively.
00185	Small Claims Case Files	This series documents the legal process, orders, and judgments rendered in small claims cases. The file contains the original of all proceedings, motions, and actions. Small claims cases are heard by the small claims division of district court. The plaintiff and defendant handle their affairs (amount not to exceed \$1500.00, exclusive of interest and cost). An attorney may appear but is not required.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Case style, complaint, answer, summons and other process returns, cross claim or counter claim, orders, judgment, motions, case number
	Retention and Disposition	Retain 30 years from entry of Judgment or expiration of appeal period, whichever is longer.

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Series	Records Title and Description	Function and Use
00186	Civil Case Files	This series documents the legal process, orders, and judgments rendered in Civil Cases. The file contains the originals of all proceedings, motions and actions. A civil case is any case dealing with an adversary proceeding for declaration, enforcement, or protection of a right, or redress or prevention of a wrong, including Forcible Entry and Detainer cases, which were previously scheduled under series 00224.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Style of case, case number, complaint, summons and other process returns, answers, orders, judgments, motions, depositions, crossclaims, counterclaims, item number
	Retention and Disposition	Retain 30 years from entry of Judgment or expiration of appeal period, whichever is longer.
00187	Probate Case Files	This series documents the legal process, orders, and judgments in probate cases. The file contains the originals of all proceedings, motions and actions. Probate cases relate to the settlements of estates of deceased persons. Probate cases are heard by the probate division of District Court. District Courts have exclusive jurisdiction over uncontested probate matters. Probate cases also relate to name changes and guardians for minors.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Petitions, certified copy of will or video recording, orders, inventory, bonds, settlements, vouchers (canceled checks), fiduciary appointments, name changes and guardians for minors.
	Retention and Disposition	Retain in agency for 15 years. Transfer to the State Records Center permanent retention. NOTE: If no exceptions taken within thirty days after settlement, return vouchers to fiduciary. If exceptions taken, retain until settlement and return to fiduciary.
00188	Prepayable Citation File	This series documents the prepayment of fines for traffic violations, where a court appearance is not required. It provides financial information for accounting purposes for the Clerk's Office.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains; Original citation, which contains information on violator, charge, court date (if not prepaid), disposition, and date of disposition
	Retention and Disposition	Retain in agency for 2 years, then destroy after audit.
00189	Traffic Case File	This series documents, in summary form, the proceedings in traffic cases appearing before the district court. It documents the legal process, orders, and judgment rendered in cases related to traffic violations.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: Case number, court, Judge, defendant, original citation or complaint, copies of cash receipts, orders, judgment, bond information, process
	Retention and Disposition	Retain permanently those sheets that contain (a) guilty dispositions for enhanceable charges, or (b) convictions identified by KSP as sex offender registry convictions or convictions utilized as disqualifying offenses (for CCDW, lottery corportation, charitable gaming, etc) and agreed upon by AOC. Retain for 25 years if the offense is enhanceable within a time period. Destroy all others after the following criteria have been met: (a) the record has a final disposition, (b) record is 5 years old, (c) record has been audited, (d) all court costs, fees, restitution and fines, which are due and owing, have been paid, (e) no out standing bonds, (f) there are no outstanding bench warrants, (g) charges with guilty dispositions that are no longer enhanceable and (h) any restraining order resulting from a stalking conviction has expired. Destroy all expunged records that meet the above criteria.

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Series	Records Title and Description	Function and Use
00190	Misdemeanor Case Files	This series documents, in summary form, the proceedings in misdemeanor cases appearing before the district court. The file contains the originals of all proceedings, motions, and actions. Misdemeanor cases are offenses lower than felonies and generally punishable by fine or imprisonment, other than in a penitentiary. There is a one-year statute of limitations on misdemeanors, as provided for in KRS 500.050.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: Case number, court, Judge, defendant, style of case, proceedings, arresting instrument (citation, warrant or summons), orders, bond information, process, defendant's social security number, defendant's date of birth, complaining witness, charge
	Retention and Disposition	Retain permanently those sheets that contain (a) guilty dispositions for enhanceable charges, or (b) convictions identified by KSP as sex offender registry convictions or convictions utilized as disqualifying offenses (for CCDW, lottery corpotation, charitable gaming, etc) and agreed upon by AOC. Retain for 25 years if the offense is enhanceable within a time period. Destroy all others after the following criteria have been met: (a) the record has a final disposition, (b) record is 5 years old, (c) record has been audited, (d) all court costs, fees, restitution and fines, which are due and owing, have been paid, (e) no outstanding bonds, (f) there are no outstanding bench warrants, (g) charges with guilty dispositions that are no longer enhanceable and (h) any restraining order resulting from a stalking conviction has expired. Destroy all expunged records that meet the above criteria.
00191	Felony Preliminary Hearing Files	This series documents, in summary form, the proceedings in Felony Preliminary cases appearing before the district courts. It records the legal process, orders, judgments rendered in felony cases. The file contains the originals of proceedings, motions, and actions. Felony cases are generally reduced to misdemeanors or transferred to the circuit court for further action.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Style of case, case number, arresting instrument, court proceedings, motions, actions, dispositions, and docket entries on front of case jacket, bond information, copies of cash receipts, original citation or complaint
	Retention and Disposition	Retain permanently those sheets that contain (a) guilty dispositions for enhanceable charges, or (b) convictions identified by KSP as sex offender registry convictions or convictions utilized as disqualifying offenses (for CCDW, lottery corpotation, charitable gaming, etc) and agreed upon by AOC. Retain for 25 years if the offense is enhanceable within a time period. Destroy all others after the following criteria have been met: (a) the record has a final disposition, (b) record is 5 years old, (c) record has been audited, (d) all court costs, fees, restitution and fines, which are due and owing, have been paid, (e) no out standing bonds, (f) there are no outstanding bench warrants, (g) charges with guilty dispositions that are no longer enhanceable and (h) any restraining order resulting from a stalking conviction has expired. Destroy all expunged records that meet the above criteria.
00192	Public Trial Recording and Log Sheets File	This series records court proceedings in each case during a court appearance. The log sheets are used as locators. The log sheets identify the attorney or testimony of a witness, by the use of the numeric/digital setting on the recording device.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains the original recordings of each case, either on cassette or digital file, and their accompanying log sheets
	Retention and Disposition	Destroy recording and log five years after final disposition of case and expiration of appeal period. Recording of cases only held for enhancability can be destroyed if they meet the criteria of 5 years after final disposition and the appeal period has expired.

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Series	Records Title and Description	Function and Use
00193	Exhibits	This series documents the physical evidence used to support trial testimony which becomes a part of the case file. Exhibits that do not fit in the case files are stored in various locations, such as vaults, storage cabinets, or closets, depending on space available in the Clerk's Office.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains any item produced/exhibited during a trial/hearing as proof of facts and made part of a case
	Retention and Disposition	Disposition is determined by order of the trial judge.
00194	Citation Transmittal File	This series lists citations transferred from law enforcement offices/agencies to the Circuit Court Clerk's office such as 202A citations where no case is opened and recalled warrants with the order stating the date span of warrants that have been recalled. This series may be used as a tracking device for audit purposes.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Date, citation number, officer's signature, may or may not include offender's name.
	Retention and Disposition	Retain in agency for 5 years and destroy after audit.
00810	Failed to Appear Files	This series documents information related to traffic violators who failed to pay or appear on traffic citations, and who have had their licenses suspended. The file also provides the Clerk with documentation needed to verify when an individual will be eligible to have his/her license re-issued.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Original citation, notice to suspend license
	Retention and Disposition	Retain in agency for 5 years, then destroy after audit.
00811	Criminal Complaint File	This series documents the complaint of one person against another, alleging a crime was committed. Misdemeanors have a one-year statute of limitations (KRS 500.050), from the time the alleged act was committed until the complaint was signed by the complainant. There is no statute of limitations for felony cases, but usually the warrant has been served within the first year. If not, the County Attorney may request the warrant to be retained.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Unserved criminal complaints, warrants, and summons, to which case numbers have not been assigned.
	Retention and Disposition	Destroy one year after date of issuance and notification to County Attorney.
00812	Search Warrant File	This series documents that search warrants were executed but insufficient evidence was found to initiate a case. A search warrant is an order in writing to search the property of a person or persons to locate specified items.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains executed search warrants
	Retention and Disposition	Destroy 5 years after date of issuance and notification to County Attorney.

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Series	Records Title and Description	Function and Use
01029	Individual Case Docket Sheets - Probate	This series documented in summary form the proceedings in Probate Case Files (00187) appearing before the District Court. Dockets are prepared pursuant to the Civil Rules for use by the court, bar, and individuals. This series also serves as a backup to case files in the event of their loss, damage, or theft. NOTE: These records are no longer created, but existing files must still be maintained.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Style of case, case number, judge's name, court name, attorneys, date and item number and summary of each document in case file, fiduciary name
	Retention and Disposition	Transfer to the State Archives Center when no longer needed administratively. State Archives Center retains Permanently.
05473	Felony Hearing Grand Jury Files	This series documents, in summary form, the proceedings in Felony Preliminary cases appearing before the district courts. It records the legal process, orders, judgments rendered in felony cases. The file contains the originals of proceedings, motions, and actions. Felony cases are generally reduced to misdemeanors or transferred to the circuit court for further action.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Style of case, case number, arresting instrument, court proceedings, motions, actions, dispositions, and docket entries on front of case jacket, bond information, copies of cash receipts, original citation or complaint
	Retention and Disposition	Files are to be reviewed by the Commonwealth Attorney annually. After 5 years, if Grand Jury action has not been taken, the cases are referred back to District Court for dismissal due to lack of prosecution. After dismissal, the records are destroyed.
06975	Uniform Reciprocal Enforcement of Support Act	URESAs are filed in District Court in Counties where no Family Court exists. These cases are filed from other states to create a case file and enforce a child support order against a citizen of Kentucky from a citizen of another State.
	Access Restrictions	
	Contents	Series contains: Petitions, orders, legal process instruments, motions, contempt rules, answers, judgments, dispositions
	Retention and Disposition	Retain permanently at the State Record Center.
06977	Traffic, Misdemeanor and Felony Cases Prior to Electronic Records Case Management System	This series documents, in summary form, the proceedings in Traffic, misdemeanor and felony cases appearing before the district court prior to the implementation of the electronic case management system of the Courts. The file contains the originals of all proceedings, motions, and actions. Misdemeanor cases are offenses lower than felonies and generally punishable by fine or imprisonment, other than in a penitentiary. There is a one-year statute of limitations on misdemeanors, as provided for in KRS 500.050.
	Access Restrictions	
	Contents	Series may contain: Case number, court, Judge, defendant, style of case, proceedings, arresting instrument (citation, warrant or summons), orders, bond information, process, defendant's social security number, defendant's date of birth, complaining witness, charge
	Retention and Disposition	Destroy

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**Record Group
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Series	Records Title and Description	Function and Use
00819	Hearing Calendar Sheet File	This series documents the court proceedings, orders and judgments of each case. The sheets become orders and judgments when signed by the Judge. This series can be used to support the case file, if necessary.
	Access Restrictions	KRS 403.770 (1) petitioner/minor child address. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Case style, case number, proceedings, court, county, Judge, attorney, Judge's orders for the day
	Retention and Disposition	Destroy ten years after all activity has ceased.
00820	Index Card File	This series documented information necessary for accessing Interpersonal Violence Case Files (00822) and Interpersonal Violence Case Docket Sheets (00821). NOTE: These records are no longer created, but existing files must still be maintained.
	Access Restrictions	KRS 403.770 (1) Petitioner/minor child address. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Date case was filed, case style, case number, Judge's number, court
	Retention and Disposition	Destroy when the related case file is destroyed.
00821	Individual Case Docket Sheet	This series documented, in summary form, the proceedings in Interpersonal Violence Cases (00822) appearing before the District Court. Dockets were prepared by the Clerk, pursuant to Civil Rules. It serves as a backup to the case files in the event of their loss, damage, or theft. NOTE: These records are no longer created, but existing files must still be maintained.
	Access Restrictions	KRS 403.770 (1) Petitioner/minor children address. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Case style, case number, attorneys, date of case proceedings and documents
	Retention and Disposition	Destroy when the related case files are destroyed.
00822	Case Files	This series documents the legal process, orders and judgments rendered in Interpersonal Violence Cases. It contains the original of all proceedings, motions, and actions created during the hearings. Interpersonal Violence proceedings include any physical injury, assault, or fear thereof between family members. Judgments are good for three years and renewable, with future petitions being retained in the same file. It also includes foreign protection orders, which are rendered outside of the state. After ten years of inactivity, it is assumed that there would be no new filings entered in the case. If additional activity occurs, a new case would be established.
	Access Restrictions	KRS 403.770 (1) Petitioner/Minor child address. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Petitions, proceedings, motions, actions, orders, judgments
	Retention and Disposition	Destroy ten years after all activity has ceased.
00823	Hearing Recordings and Log Sheet File	This series records court proceedings in each case when respondent has court appearance. The log sheets identify, by use of the numeric/digital setting on the recording device, the attorney or testimony of a witness.
	Access Restrictions	KRS 403.770 (1) Petitioner/minor child address. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains electronic recording on cassette/digital file and associated log sheets
	Retention and Disposition	Destroy log and tape/digital recording 5 years from day of last recording, if no appeal in process.

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Series	Records Title and Description	Function and Use
04639	Petitions	This series documents that a petition has been filed against an individual. If the Judge determines the petition isn't justified and doesn't issue an Emergency Protective Order, the petition is retained, but no further action is taken. If the Judge issues an Emergency Protective Order, a case file (00822) is begun and the petition becomes part of that series. All future petitions are added to the case file. NOTE: The process for creating these records has been suspended, but the remaining files must be maintained until their retention is met.
	Access Restrictions	KRS 403.770 (1) Petitioner/minor child address. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Petitioner's name and address, complaint, name of accused, date, clerk's signature
	Retention and Disposition	Retain in agency for 1 year, then destroy.

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Series	Records Title and Description	Function and Use
00814	Hearing Calendar Sheets	This series records the court proceedings, orders, and judgments of each case. These become orders and judgments when signed by the Judge. The calendars may be used in Court in the event of theft, loss, and damage to related cases.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Case style, case number, proceedings, and Judge's orders for the day; county, court, Judge, attorney
	Retention and Disposition	Transfer to State Archive Center when no longer needed administratively for permanent retention.
00815	Index Card File	This series documents the case number necessary for accessing the Involuntary Hospitalization/Disability Case Files (00817) and Individual Case Docket Sheets (00816). NOTE: These records are no longer created, but existing files must still be maintained.
	Access Restrictions	KRS 202A, 202B, and 387. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Dates filed, case style, case number, and Judge's number.
	Retention and Disposition	Retain permanently in agency. NOTE: A copy of the index must be transferred to the State Archives Center upon request and verification of need.
00816	Individual Case Docket Sheet File	This series documents, in summary form, the proceedings in case files (00817) appearing before the district courts. Dockets are prepared by the Clerk, pursuant to Civil Rules. The series also serves as a backup to case files, in the event of their loss, damage, or theft.
	Access Restrictions	KRS 202A, 202B, and 387. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Dates filed, style of case, court name, case number, Judge's name/number; summary of case proceedings and documents, process, orders and judgments
	Retention and Disposition	Transfer to the State Archives Center when no longer needed administratively for permanent retention.
00817	Case Files	This series documents the legal process, orders, and judgments rendered in Involuntary Hospitalization/Disability cases (00817). The file contains the original of all proceedings, motions and actions. Involuntary hospitalization proceedings include the hospitalization of mentally ill and intellectually impaired adults and juveniles. Disability proceedings include: (1) Adjudging a person 14 years of age or older to be mentally or physically disabled to manage his affairs; and (2) Determining that he is no longer mentally or physically disabled. Included in this series are Appointments of Committees which are established to oversee the legal affairs of individuals declared incompetent or otherwise unable to manage day-to-day affairs.
	Access Restrictions	KRS 202A, 202B, 387. Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: Warrants; summonses; petitions; date filed; orders; judgments; examination orders and certificates; appointment of guardian or conservator; guardian/conservator reports; inventory and settlements
	Retention and Disposition	Retain in agency for 15 years. Transfer to the State Records Center for 10 years, then transfer to the State Archives Center for permanent retention.
00818	Hearing Recordings & Log Sheets	This series records court proceedings in each case when respondent has court appearances. The log sheets are used as locators. The log sheets identify, by the use of the numeric/digital settings on the recording device, where to locate specific entries on the tapes/digital recording, such as the attorney or testimony of a witness.
	Access Restrictions	KRS 202A, 202B, and 387. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains original electronic recordings on cassettes or digital files with log sheets for each case
	Retention and Disposition	Destroy log and tape 5 years from day of last recording, if no appeal in process.

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Series	Records Title and Description	Function and Use
00195	Juvenile Hearing Calendar Sheets or Daily Disposition Reports	This series documents the court proceedings, orders and judgments of each juvenile case, including paternity cases. The sheets become orders and judgments/dispositions when signed by the Judge. The calendar may be used (in court) in the event of theft, loss, or damage to related cases.
	Access Restrictions	KRS 610.320, 610.340; Court of Justice. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Case number, style of case, description of charges and daily occurrences, orders, judgments/dispositions, county, court, judge, attorney
	Retention and Disposition	Retain original with case file for calendar sheets that contain Paternity Judgments or Felony convictions that occurred after 7/15/1997. Destroy all others after 5 years.
00196	Index Card File	This series documented the access information necessary for locating the following series: Juvenile Individual Case Docket Sheets (00813) and Juvenile Case Files (00197), which include paternity cases. The Paternity Cases Files and related docket sheets are retained permanently. NOTE: These records are no longer created, but existing files must still be maintained.
	Access Restrictions	KRS 610.340; Court of Justice. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Date case filed, style of case, case number, Judge's number, court number, child number, offense(s)
	Retention and Disposition	Retain paternity index cards permanently. Destroy all other juvenile index cards when related case files are destroyed. NOTE: A copy of the index must be transferred to the State Archives Center upon request and verification of need.
00197	Case Files	This series documents the legal process, orders, and judgments rendered in juvenile cases. The file contains the originals of all proceedings, motions, and actions. Juvenile cases are heard by the juvenile divisions, district court. These files deal with questions of paternity, delinquency, and neglected, dependent, or abused children. *NOTE: This series was closed due to changes in the law, which went into effect July 15, 1997. The changes resulted in the series being divided into seven series: 1) Paternity Case Files (04750); 2) Juvenile Case Files - Felony Offenses (04751); 3) Juvenile Case Files - Non-Felony Offenses (04752); 4) Self-Consent Abortions by a Minor (04801); 5) Juvenile Mental Inquest Case Files (04802); 6) Self-Consent Abortions by a Minor (04803); and 7) Juvenile Mental Inquest Cases (04804). The Self-Consent Abortions by a Minor and Juvenile Mental Inquest Cases may be located in circuit or district courts. Note: Closed July 15, 1997.
	Access Restrictions	KRS 610.340; Court of Justice. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Proceedings, motions, actions, orders and judgments, case number, court, Judge, child, petition, process
	Retention and Disposition	Destroy after child reaches 23 years of age.
00198	Hearing Recordings and Log Sheet File	This series records court proceedings in each case when a child has appeared in court. The log sheets are used as locators. The log sheets identify, by the use of the numerical/digital setting on the recording device, the attorney or testimony of a witness.
	Access Restrictions	Court of Justice. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains original electronic recordings on cassette or digital format, with log sheets for each.
	Retention and Disposition	Destroy log and tape 5 years from day of last recording, if no appeal in process.

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Series	Records Title and Description	Function and Use
00813	Individual Case Docket Sheets	Closed series: This series documented, in summary form, the proceedings in Juvenile Cases (00197), appearing before the district court. Dockets are prepared by the Clerk, pursuant to the Rules of Court, for use by the Court and Bar. This series included docket sheets related to paternity hearings. It served as a backup to the Juvenile Case Files (00197), in the event of their loss, damage, or theft. NOTE: The function of this series was superceded by the implementation of electronic records management.
	Access Restrictions	KRS 610.340, Court of Justice. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Case style, case number, documents, orders, judgments, court name/number, Judge's name/number, attorneys, date, proceedings, process
	Retention and Disposition	Retain paternity docket sheets permanently. Transfer to the State Archives Center when no longer needed administratively. NOTE: Destroy all other docket sheets when related case files are destroyed.
04750	Paternity Case Files	This series documents the legal process, orders and judgments rendered by the court of origin, related to the establishment of paternity for minor children. A paternity case may be initiated by the County Attorney, upon receipt of a complaint of the mother, putative father, child, person or agency substantially contributing to the support of the child. A paternity action must commence within eighteen years after the birth, miscarriage, or still birth of a child. Liability for child support shall not predate the initiation of action taken to determine paternity, as set forth in KRS 406.021, if the action is taken four years or more from the date of birth. Custody and visitation matters may be included in this file. District court may decline hearing custody and visitation issues in a case where paternity is established, if it finds the circumstances of any case require a level of proceedings more appropriate to the Circuit Court. An appeal may be made to the Circuit Court, if prosecuted within sixty days from the date of judgment.
	Access Restrictions	KRS 406.035; Court of Justice. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Complaints, certificates, orders, divorce decrees, legal process instruments, motions, wage assignments, contempt rules, default judgments, summary judgments, judgments, termination of wage assignments, answers, IV-A records, IV-D records, blood test results, interrogatives, depositions
	Retention and Disposition	Transfer to the State Archives Center when no longer needed administratively for permanent retention.
04751	Juvenile Case Files - Felony Offenses	This series documents the legal process, orders, and judgments, rendered by the court of origin, related to juvenile cases which would have been a felony offense if committed by an adult. As of July 15, 1997, if a juvenile is found guilty, he may not petition the court for expungement. These records, subject to the Kentucky Rules of Evidence, effective July 15, 1997, shall be admissible in court at any time the child is tried as an adult, or after the child becomes an adult, at any subsequent criminal trial relating to the same person. The records may be used for impeachment purposes during a criminal trial or during the sentencing phase of a criminal trial. However, they can not be used in finding the child to be a persistent felony offender based upon that adjudication.
	Access Restrictions	KRS 610.340, 610.320 (3) (4), Court of Justice. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Petitions, orders, legal process instruments, motions, contempt rules, judgments
	Retention and Disposition	Transfer to the State Records Center when no longer needed administratively. Retain in State Records Center for 75 years, then destroy.
04752	Juvenile Case Files - Non-Felony Offenses	This series documents the legal process, orders and judgments rendered by the court of origin, related to juvenile cases other than those that would have been felony offenses if committed by an adult. Any child who has been adjudicated with regard to status offenses, misdemeanors or violations may petition the court for expungement of his juvenile court record. The child is informed of this right at the time of adjudication. Expungement of Juvenile Court Records is covered by KRS 610.330. Unlike Juvenile Case Files - Felony Offenses (04751), Non-Felony cases are not admissible in court for criminal trials. *NOTE: July 15, 1997.
	Access Restrictions	KRS 610.340, 610.320 (3) (4); Court of Justice. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Petitions, orders, legal process instruments, motions, contempt rules, answers, judgments, dispositions
	Retention and Disposition	Destroy after child reaches 23 years of age.

STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION

Archives and Records Management Division

Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS
RETENTION SCHEDULE

KCOJ
Court of Justice: 1978 to Present
District Court
Juvenile Records

Record Group
Number
0640

Series	Records Title and Description	Function and Use
04801	Self-Consent Abortions by a Minor	This series documents the filing of petitions and related information in self-consent abortions by minors. The petitions are filed by the minor or her next friend*. All minors have the right to petition any Circuit or District Court for an order granting the right to an abortion. The Court is responsible for assisting the minor or her next friend in preparing and filing the petition and in insuring the minor's identity is kept anonymous. The Court advises the minor that she has the right to court-appointed counsel and that she will be provided with such counsel upon request. All proceedings related to self-consent abortions are given preference over other matters to insure the Court reaches a decision promptly, within 72 hours. The 72-hour limitation may be extended at the request of the minor. Prior to issuing the decision, the Court hears evidence relating to the emotional development, maturity, intellect, and understanding of the minor (nature, possible consequences, and alternatives to the abortion). The Court hears other evidence that it finds useful in determining whether or not the abortion is in the best interest of the minor. Once the decision is rendered, if the case is to be appealed, it must be done within 72 hours. All appeals automatically go to the Court of Appeals. *Next friend is an interested party other than a parent, guardian or court appointed authority.
	Access Restrictions	Supreme Court Rule; KRS 199.570 (1). Agencies should consult legal counsel regarding open records matters.
	Contents	Petitions, orders, guardian appointment, evidence, motions, order for attorney fees, notice of appeal and findings, if appealed
	Retention and Disposition	Destroy after 30 days if no appeal is in progress.
04802	Juvenile Mental Health Case Files	This series documents all information related to the filing and adjudication process of the Court, related to Juvenile Mental Health Cases for a minor over sixteen years of age. The cases are initiated by the juvenile, juvenile's parents/guardians, hospital, by petition, or in case of emergency involuntary hospitalization, a peace officer or any interested person. The cases are initiated to have a juvenile hospitalized for a specific time for observation, due to the juvenile being suspected of being a danger to himself or others. The minor is committed by order of the Judge. If the minor requests to be released, a hearing is scheduled in District or Circuit Court. The preceding Judge decides to release the juvenile or commit him for 60 or 180 days, to continue evaluation/treatment.
	Access Restrictions	KRS 610.320. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: petitions; mental inquest warrants; photo identification; mental health transportation order; uniform citation, if law enforcement used a warrant to transport; officer sign out sheet (pick up of warrant, order for emergency hospitalization and evaluation)
	Retention and Disposition	Destroy after child reaches 23 years of age.
06970	Dependency, Neglect and Abuse Case Files	This series documents all information related to the filing and adjudication process of the Court, related to Dependency, Neglect and Abuse cases.
	Access Restrictions	KRS 610.340, 610.320 (3) (4); Court of Justice. Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: Petitions, orders, legal process instruments, motions, contempt rules, answers, judgments, dispositions
	Retention and Disposition	Retain in agency or transfer to State Record Center. Destroy 35 years after initiation of cases.