



Kentucky Court of Justice Court of Appeals

(Pre-1976)

Records Retention Schedule

Prepared by the State Records Branch
Public Records Division

Approved by the State Archives and Records Commission



Kentucky Department for
Libraries and Archives

RECORDS RETENTION SCHEDULE

Signature Page

Court of Justice
Agency

December 1989
Schedule Date

Court of Appeals - Part I - Pre 1976
Unit

Change Date

December 14, 1989
Date Approved by Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Robert F. Steghe
Agency Head

12-8-89
Date of Approval

Tom Gray
Agency Records Officer

12-8-89
Date of Approval

Richard L. Alder
State Archivist and Records Administrator
Director, Public Records Division

December 1, 1989
Date of Approval

[Signature]
Chairman, Archives and Records Commission

12-14-89
Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

James L. Barnett
Records Analyst/Regional Administrator

Dec 1, 1989
Date of Approval

Charles A. Robb
Appraisal Archivist

Dec 1, 1989
Date of Approval

Wanda Moses
State/Local Records Branch Manager

12/1/89
Date of Approval

The determination as set forth meets with my approval.

Auditor of Public Accounts

Date of Approval

**STATE AGENCY RECORDS
 RETENTION SCHEDULE**

Court of Justice
 Court of Appeals - Pre 1976

**Record Group
 Number
 0126**

Series and Description	Function and Use
<p>03596 Case Files</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>Closed Series: This series documented the procedures and opinions of the Court of Appeals, in relation to the Constitutionality of laws passed by the General Assembly and judgments rendered by lower courts. The file contains originals of all Court of Appeals proceedings. All records prior to 1860 were destroyed by fire in 1865. * 1,510 rolls of film are maintained by the State Archives.</p> <p>None</p> <p>Series contains: Step sheets, index sheet for file content, information from the lower court, motions, orders, briefs, verdicts, petitions for rehearing (appellee/appellant), briefs (appellee/appellant), response to petitions for rehearing, mandates, attorney's name, county of case origin, and the judge's name</p> <p>Transfer to the State Archives Center for permanent retention. NOTE: The following duplicates shall be destroyed - Briefs for appellee/appellant; appellee/appellant petition for rehearing; response to petition for rehearing</p>
<p>03597 General Cross Index to Case Files</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>Closed Series: Series is used as a quick reference tool for the Court of Appeals Case Files (03596).</p> <p>None</p> <p>Series contains: Names of appellee/appellant, county of origin, case number</p> <p>Retain permanently in agency. NOTE: A copy of the index must accompany Case Files (03596) when transferred to the State Archives Center</p>
<p>03818 Order Books Change Date: 12/13/1990</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>Closed series. This series was created to record the opinions, decisions, orders, etc., issued by the Court of Appeals. It also serves as a security backup to the case files (03596), in the event of loss, theft, or damage. Most books prior to 1865 were destroyed by fire in 1865.</p> <p>None</p> <p>Series contains: Date, appellee/appellant names, orders, opinions, decisions, and judge's signature</p> <p>Transfer to the State Archives Center for permanent retention when no longer needed administratively</p>