

KENTUCKY COURT OF JUSTICE

Records Retention Schedule *Part I: Pre-1978 Records*



February 9, 2006

Supreme Court of Kentucky

2006-02

ORDER

**IN RE: COURT OF JUSTICE RECORDS RETENTION SCHEDULE – PART I:
PRE 1978 RECORDS**

Pursuant to Sections 110(5)(b) of the Constitution of Kentucky, and KRS 26A.200-.220 it is HEREBY ORDERED that the 1997 Court of Justice Records Retention Schedule – Part I: Pre 1978 Records are hereby deleted in their entirety and shall be replaced by the Court of Justice Records Retention Schedule – Part I: Pre 1978 Records attached hereto and made a part of this ORDER.

Entered this the 9th day of February, 2006.


CHIEF JUSTICE

PREAMBLE

Preamble to the *Court of Justice, Part I: Pre 1978 Records* Records Retention Schedule

Mandatory Adherence

The *Court of Justice, Part I: Pre 1978* Records Retention Schedule (COJRRS) operates as the rule by which any custodian of a court record must comply, in that it is signed by the Chief Justice, as the executive head of the Kentucky Court of Justice. Ky. Const. § 110(5)(b).

Adherence to the COJRRS is mandatory as the statute directs that the custodian "shall" comply with the directions of the Chief Justice. It is neither permissive nor aspirational; rather it carries the full force of law.

Court Divisions

This schedule covers the following Kentucky Court of Justice courts that were in existence during all or part of the 18th, 19th and 20th Centuries:

Chancery Court	(1792 - 1978)
Supreme Court for the District of Kentucky	(1783 - 1792)
Court of Quarter Sessions	(1792 - 1804)
Court of General Sessions	(1796 - 1799)
Court of Oyer and Terminer	(1792 - 1795)
Justice of the Peace Court	(1792 - 1978)
Justice's Court	(1792 - 1978)
District Court	(1792 - 1799)
General Court	(1792 - 1850)
Circuit Court	(1799 - 1978)
Court of Common Pleas or Law Court	(1860s - 1890s)
District Court	(1795 - 1802)
General Court	(1799 - 1851)
County Court	(1850 - 1978)
Equity and Ordinary Court	(1856 - 1860s)
Criminal Court	(1856 - 1860s)
Police Court	(1891 - 1978)

Where the records exist, they have the same retention periods as those assigned the Circuit Court Records.

All indexes have the same retention period as the records they index. Indexes must accompany the records when transferred to the State Archives Center.

Unbound duplicate and/or recorded documents of a record series assigned a permanent retention value may be destroyed, if the record book in which they are recorded is permanently preserved.

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Judicial Branch
Court of Justice: Pre-1978
Circuit Court
Circuit Judge

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02166	Judge's Correspondence File Closed Date: 12/31/77	P	Transfer to the State Archives Center.	P

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Judicial Branch
 Court of Justice: Pre-1978
 Circuit Court
 Civil and Criminal Records

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02168	Order Books Closed Date: 12/31/77	I	Transfer to the State Archives Center when no longer needed administratively. Note: A copy of the Order Books must accompany the case files (02173) when transferred to the State Archives Center.	P
02169	Docket Books Closed Date: 12/31/77	I	Transfer to the State Archives Center when no Order Books or case files exist or when Dockets are an essential filing system link in locating cases and Order Book references. Destroy remainder.	
02170	Execution Books Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	
02171	Judgment and Judgment by Default Books Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P
02172	Judgment from Inferior Court Books Closed Date: 12/31/77		Transfer to the State Archives Center when no longer needed administratively.	P

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RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Judicial Branch
 Court of Justice: Pre-1978
 Circuit Court
 Civil and Criminal Records

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02173	Case files – (Chancery or Equity; Civil; Commonwealth; Criminal; Ordinary or Common Law; Probate) Closed Date: 12/31/77 (C)	P	Transfer to the State Archives Center when no longer needed administratively. Note: A copy of the Index (SN 2174) and Order Books (02168) must accompany case files when transferred to State Archives Center. NOTE: Duplicate copies of appealed cases shall be destroyed prior to transfer to the State Archives Center.	P
02174	General Index to Cases – (Chancery or Equity; Civil; Commonwealth; Criminal; Ordinary or Common Law) Closed Date: 12/31/77 (V)	P	Transfer to the State Archives Center when no longer needed administratively. NOTE: A copy must accompany the case files (02173) when transferred to the State Archives Center.	P
02175	Transcripts of Appealed Cases Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively. NOTE: Duplicate copies of appealed cases shall be destroyed prior to transfer to the State Archives Center.	P
02176	Grand Jury Indictments Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P
02177	Index to Indictments Closed Date: 12/31/77 (V)	P	Transfer to the State Archives Center when no longer needed administratively.	P
02178	Coroner's Inquests Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P

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RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Judicial Branch
 Court of Justice: Pre-1978
 Circuit Court
 Civil and Criminal Records

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02179	Minute Books Closed Date: 12/31/77	I	Transfer to the State Archives Center when no Order Books or case files exist. Destroy remainder.	P
02180	Memorandum Books Closed Date: 12/31/77	I	Transfer to the State Archives Center when no Order Books or case files exist. Destroy remainder.	P
02181	Record of Probations Book - (Records: Defendant name and address, race, age, sex, charge, date of conviction, order book And page number, sentence, date of probation, order book and page number, probation set aside, order book and page number, recommitment date, remarks) Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P
03952	Complete Records Book – (Covers period 1803 – 1831) Closed Date: 12/31/1831	P	Transfer to the State Archives Center when no longer needed administratively.	P
02182	Exhibits Closed Date: 12/31/77	I	Retain or destroy upon determination of the AOC Records Officer.	P
02183	Stenographic Tapes - Shorthand Books, Notes (V) Closed Date: 12/31/77	I	Destroy 5 years after final disposition of case.	
02184	Transcripts of Execution Books Closed Date: 12/31/77	0	Destroy	
02185	Unbound or Duplicate Legal Process Instruments – (May include Subpoenas, Summons, Executions, Bench Warrants, Capias Pro Fines, Fifas) Closed Date: 12/31/77	I	Destroy	

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RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Judicial Branch
 Court of Justice: Pre-1978
 Circuit Court
 Adoption and Child Custody Records

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02191	Adoption Cases Closed Date: 12/31/77 (C) KRS 199.570 (V)	I	Transfer to the State Archives Center when no longer needed administratively.	P
02192	Adoption Docket Books Closed Date: 12/31/77 (C) KRS 199.570	I	Transfer to the State Archives Center when Order Books or case files do not exist, or where Dockets are an essential link in locating case file or Order Book references. Destroy remainder.	P
02193	Adoption Order Books Closed Date: 12/31/77 (C) KRS 199.570	I	Transfer to the State Archives Center when no longer needed administratively. NOTE: A copy of the Adoption Order Books must accompany the Adoption cases(02191) when transferred to the State Archives Center.	P
02194	Termination of Parental Rights Case files (Termination Cases) Closed Date: 12/31/77 (C) KRS 199.570 (V)	I	Transfer to the State Archives Center when no longer needed administratively.	P
02195	Termination Docket Books Closed Date: 12/31/77 (C) KRS 199.570	I	Transfer to the State Archives Center where Order Books or case files do not exist, or where Dockets are an essential essential link in locating case file or Order Book references. Destroy remainder.	P
02196	Termination Order Books Closed Date: 12/31/77 (C) KRS 199.570	I	Transfer to the State Archives Center when no longer needed administratively. NOTE: A copy of the Termination Order Books must accompany the Adoption Cases (02194) when transferred to the State Archives Center.	P
02198	Child Support files -- (Uniform Support of Dependents Act Cases (USODA)) Closed Date: 12/31/77 (C) KRS 199.570	20	Destroy	

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RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Judicial Branch
 Court of Justice: Pre-1978
 Circuit Court
 Mental Inquest Records

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02199	Committee Bonds Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P
02200	Inquest Books (Lunacy, Pauper Idiot, Idiot and Mental Inquest Books. Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P
02201	Inquests Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P
02202	Orders Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P
02203	Order Books Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P
02204	Claim Books Closed Date: 12/31/77	0	Destroy after audit.	

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RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Judicial Branch
 Court of Justice: Pre-1978
 Circuit Court
 Bonds (Bound or Unbound)

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02205	Injunction Bonds Closed Date: 12/31/77	0	Destroy	
02206	Bonds in Equity – (Committee, Guardian, Attachment, Injunction; Appeal) Closed Date: 12/31/77	0	Destroy	
02207	Appeals Bonds Closed Date: 12/31/77	0	Destroy	
02208	Attachment Bonds Closed Date: 12/31/77	0	Destroy	
02209	Bail Bonds Closed Date: 12/31/77	0	Destroy	
02210	Replevin Bonds Closed Date: 12/31/77	0	Destroy	
02211	Supersedeas Bonds Closed Date: 12/31/77	0	Destroy	
02212	Cost Bonds Closed Date: 12/31/77	0	Destroy	
02213	Peace Bonds Closed Date: 12/31/77	0	Destroy	

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RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Judicial Branch
 Court of Justice: Pre-1978
 Circuit Court
 Fiscal Records

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02214	Trustee of the Jury Fund Report of Fines and Forfeitures – (Details each fine and forfeiture since last report when and from whom it was received (Circuit Clerk, County Judge, Sheriff, Justice of the Peace, Constable), and for which of said fines imposed by inferior courts the County Attorney was entitled to a commission. Prepared at the end of each term and submitted to the Circuit Judge. Report certified by Trustee of Jury Fund, Circuit Judge, and Commonwealth’s Attorney (in his absence by County Attorney) Closed Date: 12/31/77	I	Transfer to the State Archives Center when no longer needed administratively.	P
02215	Trustee of the Jury Fund Settlement of Accounts with the State (Details money, other than fines and forfeitures received since last report stating the sums received from each officer (Circuit Clerk, County Clerk, County Judge, and others) when paid and on what account, and what sums were paid out, to whom, and on what account. Prepared at the end of each term and submitted to the Circuit Judge. Report certified by Trustee of Jury Fund, Circuit Judge, and Commonwealth’s Attorney (in his absence by County Attorney) Closed Date: 12/31/77	I	Transfer to the State Archives Center when no longer needed administratively.	P

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RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Judicial Branch
 Court of Justice: Pre-1978
 Circuit Court
 Fiscal Records

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02216	Trustee of the Jury Fund Judgment Book – (Details correct list of all judgments on behalf of the Commonwealth, names of defendants, amount of judgments, when rendered, and record of collection) Closed Date: 12/31/77	0	Destroy after audit.	
02217	Trustee of the Jury Fund Cash Receipts Book – (An accounting of taxes on suits, fines and forfeitures, and other money received. Details from whom money was received, on what account, amount, date, and amount of payment into the State Treasury – monthly or daily) Closed Date: 12/31/77	0	Destroy after audit.	
02218	Trustee of the Jury Fund Cash Expenditure Book – (Details date, name of person paid, account or reason for payment, and amount - monthly or daily) Closed Date: 12/31/77	0	Destroy after audit.	
02219	Register or Record of Fines and Forfeitures (Records style of suit, amount of judgment, term at which rendered, date of execution, return day, to whom delivered, costs, date of re-issue, number, amount of execution, and costs) Closed Date: 12/31/77	0	Destroy after audit.	

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RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Judicial Branch
 Court of Justice: Pre-1978
 Circuit Court
 Fiscal Records

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02221	Circuit Judge Report to Auditor of Public Accounts of Taxes and Other Money Collected – ((Details from which officers (Circuit Clerk, County Clerk, County Judge, Justice of the Peace, Constable, Criminal Court Clerk, Court of Common Pleas Clerk) money was received, for what it was received for and when. Prepared at the end of each term of Circuit Court and certified by Judge)). Closed Date: 12/31/77	0	Destroy after audit.	
02222	Circuit Clerk Report to Circuit Judge of Taxes and other money Collected - (Details what money was received for and date – prepared at the end of each term) Closed Date: 12/31/77	0	Destroy after audit.	
02223	County Court Clerk Report to Circuit Judge of Taxes and other Money Collected (Details what money was received for and date – Prepared tri-yearly) Closed Date: 12/31/77	0	Destroy after audit.	
02224	Report to Circuit Clerk of Fines and Forfeitures Imposed by Lower Court Closed Date: 12/31/77	0	Destroy after audit.	
02225	Circuit Clerk Report of Fines and Forfeitures to the Department of Finance (1935- 1978) and Settlement of Accounts with the State. Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P

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RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Judicial Branch
 Court of Justice: Pre-1978
 Circuit Court
 Fiscal Records

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02227	Circuit Clerk Record of Public Funds Collected or Received – (An accounting of taxes on suits judgments, executions, and processes, and other public money received by the clerk for the state. Details from whom money was received, on what account, amount received, and date – Prepared by term of court) Closed Date: 12/31/77	0	Destroy after audit.	
02228	Circuit Clerk Cash Receipts Book - (An accounting of taxes on suits, fines and forfeitures, and other money received. Details from whom was received on what account, amount, date, and amount of payment into the state treasury – monthly or daily) Closed Date: 12/31/77	0	Destroy after audit.	
02229	Circuit Clerk Cash Expenditure Book – (Details date, name of person paid, account or reason for payment, and amount – monthly or daily) Closed Date: 12/31/77	0	Destroy after audit.	
02230	Jury Attendance Book Closed Date: 12/31/77	0	Destroy	
02231	Jury Receipt/Stub Book Closed Date: 12/31/77	0	Destroy	
02232	Witness Attendance Book Closed Date: 12/31/77	0	Destroy	
02233	Witness Attendance Receipt/Stub Book Closed Date: 12/31/77	0	Destroy	

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RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Judicial Branch
 Court of Justice: Pre-1978
 Circuit Court
 Fiscal Records

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02234	Annual Statement of Receipts and Disbursements Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P
02235	Fee Book Closed Date: 12/31/77	0	Destroy after audit.	
02236	Receipts and Disbursements Ledger Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P
02237	Daily Cash Check out Sheets Closed Date: 12/31/77	0	Destroy after audit.	
02238	Monthly Cash Check-Out Sheets Closed Date: 12/31/77	0	Destroy after audit.	
02240	Boat License Records Closed Date: 12/31/77	0	Destroy after audit.	
02241	Operator's License Record Closed Date: 12/31/77	0	Destroy after audit.	
02242	Duplicate Operator's License Record Closed Date: 12/31/77	0	Destroy after audit.	
02243	Monthly Report of State Legal Process Tax (Copy is sent to KY Revenue Cabinet) Closed Date: 12/31/77	0	Destroy after audit.	
02244	Monthly Report of Local Legal Process Fees Closed Date: 12/31/77	0	Destroy after audit.	
03345	Weekly Report – Driver License Closed Date: 12/31/77	0	Destroy after audit.	
02246	Report to Judicial Council on Status of Judicial Docket Closed Date: 12/31/77	0	Destroy	

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RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Judicial Branch
 Court of Justice: Pre-1978
 Circuit Court
 Miscellaneous Records

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02248	Fee Bills Closed Date: 12/31/77	0	Destroy after audit.	
02249	Claims Closed Date: 12/31/77	0	Destroy after audit.	
02250	Lists/Reports/Register of Claims Allowed Closed Date: 12/31/77	0	Destroy after audit.	

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RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Judicial Branch
 Court of Justice: Pre-1978
 Circuit Court
 Miscellaneous Records

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02251	Pardons by the Governor (May be confidential if ordered by the court) Closed Date: 12/31/77 (C) When ordered by the court	P	Transfer to the State Archives Center when no longer needed administratively.	P
02252	Naturalization Books Closed Date: 1/1/40	P	Transfer to the State Archives Center when no longer needed administratively.	P
02253	Petitions for Citizenship Books Closed Date: 1/1/40	P	Transfer to the State Archives Center when no longer needed administratively.	P
02257	Reports of Grand Jury Closed Date: 12/31/77	I	Destroy after 15 years, if recorded in the Order Books. If not recorded, transfer to the State Archives Center.	P

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RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Judicial Branch
 Court of Justice: Pre-1978
 Circuit Court
 Master Commissioner

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02260	Report of Land Sales Book Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P
02261	Master Commissioner's Report Book (Includes: reports of distribution, receipts, collections, disbursements and settlements) Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P
02262	Master Commissioner's Report Book - Financial Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P
02264	Master Commissioner's Sale Bond Closed Date: 12/31/77	0	Destroy	
02265	Notice of Commissioner's Sale Closed Date: 12/31/77	I	Appraised by the AOC Records Officer for permanent retention. Non-essential records may be destroyed.	P
02266	Master Commissioner's Record of Claims against Estates Closed Date: 12/31/77	0	Destroy after audit.	
02267	Master Commissioner's Register of Sales Bonds Closed Date: 12/31/77	0	Destroy after audit.	
02268	Settlements with Receiver Book Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P
02271	Appraisal of Property Request Closed Date: 12/31/77	0	Destroy	

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RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Judicial Branch
 Court of Justice: Pre-1978
 Circuit Court
 Probate Records

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02287	Inventory, Appraisalment, and Sale Bill Books Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P
02288	Inventories, Appraisements and Sale Bills (Unbound Documents) Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P
02289	Settlement Books – (May be: Executor’s, Administrator’s, Guardian’s, Wards, Committee’s, or a combination) Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P
02290	General Index to Settlements Closed Date: 12/31/77 (V)	P	Transfer to the State Archives Center when no longer needed administratively.	P
02291	Settlements – Partial or Final (Unbound) Note: All vouchers after 1910 may be destroyed. Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P
02293	Guardian, Executor, Administrator, Trustee, and Assignee Bonds Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P

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RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Judicial Branch
 Court of Justice: Pre-1978
 Circuit Court
 Magistrate or Justice of the Peace

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02294	Order Books Closed Date: 12/31/77	1	Transfer to the State Archives Center when no longer needed administratively.	P
02296	Docket Books Closed Date: 12/31/77	1	Transfer to the State Archives Center where Order Books or case files do not exist, or when Dockets are an essential link in locating case file or Order Book references. Destroy remainder.	P
02299	Case Files Closed Date: 12/31/77	0	Destroy	
02300	Warrants of Arrest Register Closed Date: 12/31/77	0	Destroy	
02301	Warrants of Arrest File Closed Date: 12/31/77	0	Destroy	
02302	Judgment Book (Fiscal Record) Closed Date: 12/31/77	0	Destroy after audit.	
02303	Execution Book Closed Date: 12/31/77	1	Transfer to the State Archives Center when no longer needed administratively.	P
02304	Minute Book Closed Date: 12/31/77	1	Transfer to the State Archives Center when no Order Books exist. Destroy remainder.	P
02305	Memorandum Books Closed Date: 12/31/77	1	Transfer to the State Archives Center when no Order Books exist. Destroy remainder.	P
02306	Receipt Book Closed Date: 12/31/77	0	Destroy after audit.	
03654	Indexes to Court Cases Closed Date: 12/31/77	1	Transfer to the State Archives Center if the Index is an essential link in referencing Order Books (02294) or Execution Books (02303). Destroy remainder.	P

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RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Judicial Branch
 Court of Justice: Pre-1978
 Circuit Court
 Quarterly Court

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02311	Docket Books Closed Date: 12/31/77	I	Transfer to the State Archives Center when no Order Books (02314) exist or when Dockets are an essential link in locating Order Book references. Destroy remainder.	P
02312	Execution Books Closed Date: 12/31/77	P	Transfer to the State Archives Center when no longer needed administratively.	P
02313	Transcript of Execution Book Closed Date: 12/31/77	0	Destroy	
02314	Order Books – (Civil and Criminal) Closed Date: 12/31/77	I	Transfer to the State Archives Center when no longer needed administratively.	P
02315	Bond Books- (Replevin, Bail, and Capias Bonds, Cost, Attachment) Closed Date: 12/31/77	0	Destroy	
02316	Warrants of Arrest File (Included warrants pending) Closed Date: 12/31/77	0	Destroy	
02317	Warrants of Arrest Register Closed Date: 12/31/77	0	Destroy	
02318	Case Files- (Civil and Criminal) Closed Date: 12/31/77	0	Destroy	
02319	Index to Case Files Closed Date: 12/31/77	I	Destroy when the related case files (02318) are destroyed.	
02321	Case Book Closed Date: 12/31/77	0	Destroy	

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RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Judicial Branch
 Court of Justice: Pre-1978
 Circuit Court
 Quarterly Court

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02322	Cash Receipts Book Closed Date: 12/31/77	0	Destroy after audit.	
02327	Legal Process File – (Subpoenas, Summons, Executions) Closed Date: 12/31/77	0	Destroy	
02328	Register of Fines and Forfeitures Assessed and Satisfied Closed Date: 12/31/77	0	Destroy after audit.	
02329	Witness Attendance Book Closed Date: 12/31/77	0	Destroy	
02330	Witness Attendance Receipt/Stub Book Closed Date: 12/31/77	0	Destroy	
02331	Fee or Fee Bill Books Closed Date: 12/31/77	0	Destroy after audit.	
02332	Fee Bill Stub Books Closed Date: 12/31/77	0	Destroy after audit.	
02333	Judgment Book (Fiscal Record) Closed Date: 12/31/77	0	Destroy after audit.	
02334	Bonds in Liquor Cases Book Closed Date: 1/1/57	1	Transfer to State Archives Center when no longer needed administratively.	
02335	Minute Books Closed Date: 12/31/77	1	Transfer to the State Archives Center only when no Order Books exist. Destroy remainder.	P
02336	Memorandum Book Closed Date: 12/31/77	1	Transfer to the State Archives Center only when no Order Books (02314) exist. Destroy remainder.	P
02337	Record of Misdemeanors Book Closed Date: 12/31/77	0	Destroy	

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RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
 Kentucky Department for Libraries and Archives

Judicial Branch
 Court of Justice: Pre-1978
 Circuit Court
 Juvenile Court

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02338	Minute Books, Closed Date: 12/31/77 (C) Authority of the Chief Justice	I	Transfer to the State Archives Center only when no Order Books exist. Destroy remainder.	P
02339	Juvenile Court Cases Closed Date: 12/31/77 (C) Authority of the Chief Justice (V)	I	Transfer Paternity cases to the State Archives Center. Destroy all other juvenile cases.	P
02340	General Index to Cases Closed Date: 12/31/77 (C) Authority of Chief Justice (V)		Transfer to the State Archives Center when no longer needed administratively. NOTE: A copy must accompany the case files (02339) when transferred to the State Archives Center.	P
02341	Juvenile Cases Card Index Closed Date: 12/31/77 (C) Authority of Chief Justice (V)	I	Transfer the Paternity Index Cards to the State Archives Center when the case files are transferred Destroy all other juvenile cards when case files are destroyed.	P
02342	Juvenile Court Order Books Closed Date: 12/31/77 (C) Authority of Chief Justice	I	Transfer to the State Archives Center when no longer needed administratively. Note: A copy of the Juvenile Court Order Books must accompany the case files (02339) when transferred to the State Archives Center.	P

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RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Judicial Branch
 Court of Justice: Pre-1978
 Circuit Court
 Juvenile Court

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02343	Adult Division Cases Closed Date: 12/31/77 (C) Authority of the Chief Justice	I	Transfer Paternity cases to the State Archives Center. Destroy all other juvenile cases. Note: A copy of the Card Index (02344) and Order Books (02345) must accompany the cases when transferred to the State Archives Center.	P
02344	Adult Division Cases Card Index Closed Date: 12/31/77 (C) Authority of Chief Justice	I	Transfer Paternity cases to the State Archives Center. Note: A copy of the Index must accompany the Adult Division cases (02343) when transferred to the State Archives Center.	P
02345	Adult Division Order Books Closed Date: 12/31/77 (C) Authority of Chief Justice	I	Transfer to the State Archives Center when no longer needed administratively. Note: A copy of the Adult Division Order Books must accompany the Adult Division cases (02343) when transferred to the State Archives Center.	P
02346	Juvenile Court Dockets Closed Date: 12/31/77 (C) Authority of Chief Justice	I	Transfer to the State Archives Center when no Order Books or case files exist or when Dockets are an essential filing system link in locating cases and Order Book references. Destroy remainder.	P
02347	Adult Division Dockets Closed Date: 12/31/77 (C) Authority of Chief Justice	I	Transfer to the State Archives Center when no Order Books or case files exist or when Dockets are an essential filing system link in locating cases and Order Book references.	P

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RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Judicial Branch
 Court of Justice: Pre-1978
 Circuit Court
 City/Police Court

Schedule Date: February 9, 2006

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
02348	Index Books Closed Date: 12/31/77	I	Transfer to the State Archives Center if necessary for accessing Order Book (02349) entries. Destroy remainder. Note: A copy of the Index Books must accompany the Order Books (02349) when transferred to the State Archives Center.	P
02349	Order Books Closed Date: 12/31/77	I	Transfer to the State Archives Center when no longer needed administratively.	P
02350	Minute Books	I	Transfer to the State Archives Center when no Order Books exist. Destroy remainder.	P
02351	Docket Books (Includes Step, Judges' Traffic, Judges', Parking, Jury, Night Court, Domestic Relations) Closed Date: 12/31/77	I	Transfer to the State Archives Center when no Order Books exist or when Dockets are an essential link in locating Order Book references. Destroy remainder.	P

NOTE: All other City/Police Court records dated prior to January 1, 1978 are eligible for destruction. All cases pending at the time of merger were transferred to District Court.

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