



# Kentucky Court of Justice Supreme Court

Records Retention Schedule

Prepared by the State Records Branch  
Public Records Division

Approved by the State Archives and Records Commission



RECORDS RETENTION SCHEDULE

Signature Page

Court of Justice  
Agency

June 1990  
Schedule Date

Supreme Court  
Unit

Change Date

June 14, 1990  
Date Approved by Commission

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APPROVALS

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

Robert F. Hyman  
Agency Head

6-11-90  
Date of Approval

Joe Geary  
Agency Records Officer

6-11-90  
Date of Approval

Richard H. Belding, DM  
State Archivist and Records Administrator  
Director, Public Records Division

6/13/90  
Date of Approval

[Signature]  
Chairman, Archives and Records Commission

6/14/90  
Date of Approval

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

James L. Barnett  
Records Analyst/Regional Administrator

June 7, 1990  
Date of Approval

Jerry W. Cull  
Appraisal Archivist

6/12/90  
Date of Approval

Christina Moses  
State/Local Records Branch Manager

6/13/90  
Date of Approval

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The determination as set forth meets with my approval.

Auditor of Public Accounts

Date of Approval

**STATE AGENCY RECORDS  
 RETENTION SCHEDULE**

Court of Justice  
 Supreme Court

**Record Group  
 Number  
 0640**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>03642</b>	<b>Appellee/Appellant Index to Case Files (V)</b>	This series provides access information to the Case Files (03643) and Docket Sheets (03645). * NOTE: July 1976 to December 1987 are in the form of index cards. From January 1988 to the present, information is maintained in the Appellant Court Case Processing System (03653).
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Name of appellee/appellant, case number, date filed, and court of origin
	<b>Retention and Disposition</b>	Retain permanently in agency. NOTE: A copy of the index must accompany Case Files (03643) when transferred to the State Archives Center.
<b>03643</b>	<b>Case Files - (Disciplinary cases are confidential until a final decision is rendered by the Court) (V)</b>	This series documents the procedures and opinions of the Supreme Court, in relation to the constitutionality of laws passed by the General Assembly and judgments rendered by lower courts. Lower court decisions with a twenty-year sentence, life sentence, or death penalty sentence are automatically appealed to the Supreme Court. Included in this series are Judicial Retirement and Removal Commission Proceedings, and Kentucky Bar Admission and Disciplinary Cases. Pursuant to the Constitution of Kentucky (Chapter 116), the Supreme Court shall, by rule, govern admission to the bar and the discipline of members of the bar. Also, pursuant to the Constitution of Kentucky (Chapter 121), the actions of the Commission are subject to review by the Supreme Court. NOTE: Disciplinary cases (judicial and bar) are confidential until a final ruling by the Court.
	<b>Access Restrictions</b>	Disciplinary Cases - SCR 3.150
	<b>Contents</b>	Series contains: Motions, orders, briefs, opinions
	<b>Retention and Disposition</b>	Transfer to the State Archives Center for permanent retention after final decision is rendered.
<b>03644</b>	<b>Order Books Closed Date: 12/31/1977</b>	Closed Series: This series was used to record the opinions, decisions, orders, etc. issued by the Supreme Court. It serves as a security backup to Case Files (03643), in the event of loss, theft, or damage.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Appellee/appellant names, orders, opinions, decisions, and judge's signature
	<b>Retention and Disposition</b>	Transfer to the State Archives Center for permanent retention when no longer needed administratively.
<b>03645</b>	<b>Docket Sheet (ACCPS Printout)</b>	This series documents, in summary form, the proceedings in cases appearing before the Supreme Court (03643). Dockets are prepared by the clerk for use by the court and the bar. It serves as a security backup to the case files in the event of their loss, damage, or theft. * NOTE: From 1976 to 1987, the series was created and maintained manually. Since 1988, it is created and maintained in the Appellate Court Case Processing System (03653).
	<b>Access Restrictions</b>	Disciplinary Cases - SCR 3.150
	<b>Contents</b>	Series contains: Supreme Court case number, case type, status, associated case numbers, court of origin, appellee/appellant attorney, step information, which includes number of steps, date and summary of each action taken
	<b>Retention and Disposition</b>	Retain permanently in agency. NOTE: A copy of the Docket Sheets must accompany Case Files (03643) when transferred to the State Archives Center

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Court of Justice  
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0640

Series	Records Title and Description	Function and Use
03646	<b>Opinions - (Duplicate) - (Original is maintained in case files)</b>	This series documents the Court's decisions and is maintained to answer requests, without retrieving the case file. It also indicates whether or not decisions are to be published in law books.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Style of case, case number, court case originated from, date of opinion, attorney for appellee/appellant, and states whether or not decision is to be published in law books
	<b>Retention and Disposition</b>	Retain for one (1) year, then destroy.
03647	<b>Weekly Minute Folder</b>	This series documents the actions of the Supreme Court that relate to court cases, the administrative aspects of the courts (District, Circuit, Court of Appeals, and the Supreme Court), Kentucky Bar Association, and Judicial Retirement and Removal Commission proceedings.
	<b>Access Restrictions</b>	Disciplinary Cases - SCR 3.150
	<b>Contents</b>	Series contains: Case orders, orders for circuit court actions, judges' appointments, rule amendments, special judges' appointments, and suspension orders of attorneys
	<b>Retention and Disposition</b>	Retain in agency for one (1) year, then transfer to the State Archives Center for permanent retention.
03648	<b>Attorney Roster</b>	This series documents that an attorney has applied for and been approved to practice law in Kentucky by successfully completing the bar exam, or by motion. When the bar examination is required, the Kentucky Office of Bar Admissions is charged with the responsibility of administering it to qualified applicants. From time to time, the Character and Fitness Committee recommends to the Supreme Court admission to the bar, without examination, applicants who have been admitted to the highest court of the District of Columbia or some sister state, and who have been engaged in the active practice of the law for five of the seven years preceeding his application.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Name of applicant, address, social security number; date filed; amount of fee paid; by examination or motion; date and amount of fee paid to take the examination; date approved to be licensed; date and amount of license fee paid; date oath administered and date admitted to practice law; sworn in by; date license and certificate of admission were mailed/picked up
	<b>Retention and Disposition</b>	Retain permanently in agency.
03649	<b>Application of Law Student to Serve as Legal Intern</b>	This series documents all necessary information and correspondence to obtain acceptance of students as legal interns. After acceptance, it is used to record the acknowledgement of acceptance and the oath of the legal intern. Legal internship is governed by Supreme Court Rule 2.540.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Application, oath, approval sheet (completed by the student, the Faculty Director of the legal aid clinic program, Dean of the College of Law, and the Chief Justice).
	<b>Retention and Disposition</b>	Retain for five (5) years, then destroy.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Court of Justice  
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Series	Records Title and Description	Function and Use
03650	<b>Motion for Admission to Limited Practice of Law</b>	This series documents all necessary information and correspondence to obtain admission to limited practice of law in Kentucky. The limited practice of law participants are divided into two groups: 1) company attorney and 2) Public Defender. The company attorneys are governed by Supreme Court Rule 2.112. The company attorney is limited to performing legal services for his employer, its parent, subsidiary, or affiliated entities and no other individual or entity, in th Commonwealth. Public Defenders are limited to an organized public defender program or an organized legal service program in the Commonwealth. These organizations provide legal assistance to indigent persons.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: The application and attachments required by the application which include: 1) proof of admission from another state, 2) certification of good standing from another state, 3) proof of employment by defender program or employer; and Order of the Supreme Court of Kentucky admitting limited practice
	<b>Retention and Disposition</b>	Retain permanently in agency.
03653	<b>Appellate Court Case Processing System (ACCPS) (V)</b>	This series is an on-line system which tracks every event in an appellate case in the Supreme Court and the Court of Appeals. The system indexes the case files and summarizes any action taken from the time a case is filed until final disposition is rendered.
	<b>Access Restrictions</b>	Disciplinary Cases - SCR 3.150
	<b>Contents</b>	Series contains: Names of appellee/appellant, names of appellee and appellant attorneys, summary of each action taken, step information, status, case number, date filed, case type, Court of origin
	<b>Retention and Disposition</b>	Retain permanently in agency.