

Supreme Court of Kentucky

2025-34

ORDER

**IN RE: KENTUCKY COURT OF JUSTICE RECORDS
RETENTION SCHEDULE 1978-PRESENT**

Under Section 110(5)(b) of the Kentucky Constitution and KRS 26A.220, it is ORDERED that the Kentucky Court of Justice Records Retention Schedule, 1978-Present which is attached to this order and incorporated by reference, is hereby approved. Kentucky Court of Justice, 1978-Present Retention Schedule previously approved by Supreme Court Order 2024-29 (August 27, 2024) shall be rescinded and deleted in its entirety.

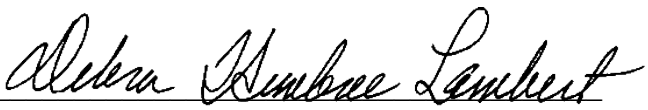
The attached Retention Schedule shall govern the maintenance and destruction of all records, files, dockets, and indexes created by and through the Court of Justice for which the office of the Circuit Court Clerk is responsible under KRS 30A.010-.260. Further, the Kentucky Court of Justice Records Officer 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 upon date of entry and until further Order of this Court.

All sitting; all concur.

Entered this 27th day of August 2025.


CHIEF JUSTICE

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

Schedule Date: August 22, 2025

STATE AGENCY RECORDS
RETENTION SCHEDULE

Judicial Branch
Court of Justice: Post-1977
Circuit Court
Administrative Records

Record Group
Number
0640

Series	Records Title and Description	Function and Use
00207	Daily Closing Report File - (Contains the second copy of all cash receipts (AOC 500 and/or 501); AOC 502; AOC 503; bank deposit slip; TD-94-250A and TD-95-250, which shows type of license issued, amounts of money collected, and driver's license receipts or boat registration)	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	
	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	Destroy after audit
00208	Journal Books - (Contains AOC 504, AOC 502, AOC 542, and shows posting of funds received, disbursed, and/or due the court)	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. Also, it 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	
	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	Destroy after audit

STATE AGENCY RECORDS RETENTION SCHEDULE

Judicial Branch
Court of Justice: Post-1977
Circuit Court
Administrative Records

Record Group
Number
0640

Series	Records Title and Description	Function and Use
00209	Ledger Card File (Contains AOC 505, AOC 541, AOC 506) Access Restrictions Contents	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/disbursed by the Circuit Clerks. Control Cards record a total payable balance for each major receipt category (i.e. State depository, Bail Bonds, Restitutions, etc.) 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 two years, and audit
00210	Bank Reconciliation File - (Contains all canceled and voided checks, bank statements, deposit slips, and AOC 580) Access Restrictions Contents	This series documents cash balances and that the Circuit Clerk's 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. 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	Destroy after audit
00211	Adjusting Entry File - (Contains AOC 560 which shows adjustments to correct entries, and to record information not entered in system through normal routines) Access Restrictions Contents	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. 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	Destroy after audit

STATE AGENCY RECORDS RETENTION SCHEDULE

Judicial Branch
Court of Justice: Post-1977
Circuit Court
Administrative Records

Record Group
Number
0640

Series	Records Title and Description	Function and Use
00213	Driver Licensing File - (Contains a complete license record showing county of issuance, license number, expiration date, license type, date of birth, social security number, restrictions, date applied, etc.) Access Restrictions Contents	<p>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.</p> <p>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</p>
	Retention and Disposition	Destroy
00214	Monthly Departmental Memoranda File - (Contains AOC 56, AOC 584-1, AOC 587, AOC 585, AOC 582, AOC 589, and AOC 588, which show financial actions occurring in agency accounts) Access Restrictions Contents	<p>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.</p> <p>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)</p>
	Retention and Disposition	Destroy after audit
00825	Grand Jury Records - (Contains summaries of Grand Jury records) - (Includes No True Bills) Access Restrictions Contents	<p>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.</p> <p>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</p>
	Retention and Disposition	Retain in agency or transfer to the State Archives Center

STATE AGENCY RECORDS RETENTION SCHEDULE

Judicial Branch
Court of Justice: Post-1977
Circuit Court
Administrative Records

Record Group
Number
0640

Series	Records Title and Description	Function and Use
00826	Jury Selection Records - (May include computer listings and work papers relating to jury selection) Access Restrictions Contents	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. Series may include: Lists of prospective jurors, juror qualification forms, work papers, summons (juror)
	Retention and Disposition	Destroy after jury wheel is emptied and refilled and all persons selected to serve as jurors have been discharged

STATE AGENCY RECORDS RETENTION SCHEDULE

Judicial Branch
Court of Justice: Post-1977
Circuit Court
Adoption/Termination Records

Record Group
Number
0640

Series	Records Title and Description	Function and Use
00204	Index Card File - (This series is now created in Sustain, SN 04491) Closed Date: 12/31/1995 Administrative Change Date: 11/24/1997 To change disposition (V) Access Restrictions Contents Retention and Disposition	<p>Closed Series: 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: This series is now created and retained in Sustain (04491).</p> <p>KRS 199.570</p> <p>Series contains: Date case filed, style of case, case number, Judge's number</p> <p>Retain in agency. NOTE: A copy of the index must be transferred to the State Archives Center upon request and verification of need</p>
00205	Docket Sheet File - (Contains the docket sheets, AOC 905) - (This series is now created in Sustain, SN 04491) Closed Date: 12/31/1995 Administrative Change Date: 11/24/1997 To change disposition Access Restrictions Contents Retention and Disposition	<p>Closed Series: 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. NOTE: This series is now created and retained in Sustain (04491).</p> <p>KRS 199.570</p> <p>Series contains: style of case, case number, attorneys, case proceedings, documents, orders, judgments, Judge, court, process</p> <p>Transfer to the State Archives Center when no longer needed administratively</p>
00206	Hearing Case Files Administrative Change Date: 11/24/1997 To change disposition (V) Access Restrictions Contents Retention and Disposition	<p>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 his 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.</p> <p>KRS 199.570</p> <p>Series contains: All proceedings, case number, case style, orders, judgments, process, motions</p> <p>Transfer to the State Records Center for ten years, then transfer to the State Archives Center</p>
04641	Calendars Access Restrictions Contents Retention and Disposition	<p>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.</p> <p>KRS 199.570</p> <p>Series contains: Case style, case number, proceedings, Judge's order, county, court, Judge, attorney</p> <p>Destroy</p>

STATE AGENCY RECORDS RETENTION SCHEDULE

Judicial Branch
Court of Justice: Post-1977
Circuit Court
Circuit Court

Record Group
Number
0640

Series	Records Title and Description	Function and Use
04491	<p>Electronic Records Case Management System - (Electronic) Confidential information includes: Juvenile Records (KRS 610.340); Involuntary Hospitalization/Disability Records (KRS 202A.091, 202B.180, 387.770); Domestic Violence and Abuse Records (KRS 403.770); Petitioner's Address (KRS 61.878 (1) (a); Adoption/Termination Records (KRS 199.570 & 625.108) (V)</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>This series** was created to fulfill the requirements of the Administrative Office of the Courts in regard to the establishing of a centralized criminal history record information system, as required in KRS 27A.300-.440. The system provides a statewide link to an individual's record(s) for access to all convictions and judgments and eliminates the necessity for contacting the various circuit court clerk's offices within the state for record searches. Prior to system implementation, studies by the Administrative Office of the Courts revealed that all records of the Circuit and District Court systems could be easily included. Therefore, the system was designed to be inclusive of the information for all cases adjudicated by either court system. With this information available, clerks can quickly check the status of any case upon request for judges, attorneys, or individuals. 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; *Note: Volume and accumulation varies from office to office. **See Attachment</p> <p>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</p> <p>Retain data for the same length of time manual (hard copy) counterparts are retained. Permanent information shall be migrated to new hardware as the latter changes over time</p>

STATE AGENCY RECORDS RETENTION SCHEDULE

Judicial Branch
Court of Justice: Post-1977
Circuit Court
Circuit Court Public Records

Record Group
Number
0640

Series	Records Title and Description	Function and Use
00199	<p>Public Trial Calendar - (Contains Daily Court Calendar, AOC 950) - (Contains original electronic recordings on cassettes with log sheets)</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>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).</p> <p>Series may include: 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</p> <p>Destroy</p>
00200	<p>Public Index Card File - (Contains Master Index, AOC 925, 930) - (This series is now created in Sustain, SN 04491) Closed Date: 12/31/1995 Administrative Change Date: 11/24/1997 To change disposition (V)</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>Closed Series: This series serves as an index to Individual Case Files (00202) and Individual Case Docket Sheets (00201). It is used as a quick reference tool for accessing civil, criminal, and appealed cases and related Docket Sheets for Circuit Court. Adoption Cases are not located in this index file. *NOTE: This series is now created and retained in Sustain (04491).</p> <p>Series contains: Date filed, style of case, case number, court number, Judge's number, citation number, and offense</p> <p>Retain in agency NOTE: A copy of the index must be transferred to the State Archives Center upon request and verification of need</p>
00201	<p>Individual Case Docket Sheets - (Contains the docket sheet, AOC 905, 910) - (This series is now created in Sustain, SN 04491) Closed Date: 12/31/1995 Administrative Change Date: 11/24/1997 To change disposition</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>Closed Series: 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: This series is now created and retained in Sustain (04491).</p> <p>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</p> <p>Transfer to the State Archives Center when no longer needed administratively</p>

STATE AGENCY RECORDS RETENTION SCHEDULE

Judicial Branch
Court of Justice: Post-1977
Circuit Court
Circuit Court Public Records

Record Group
Number
0640

Series	Records Title and Description	Function and Use
00202	<p>Individual Case Files - (Includes all circuit court case files except Adoption/Termination cases) Administrative Change Date: 11/24/1997 To change disposition</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>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.</p> <p>Series contains: Proceedings, motions, orders, judgments, complaints, petitions, case number, case style, exhibits, legal process instruments</p> <p>Transfer to the State Records Center for ten years, then transfer to the State Archives Center. NOTE: Duplicate copies of transcripts of appealed cases should be destroyed after expiration of time for discretionary review</p>
00203	<p>Exhibits (Contains any item produced/exhibited during a trial/hearing as proof of facts and made a part of the case)</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>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, usually by the State Police.</p> <p>Series contains: Items produced/exhibited during a trial/hearing as proof of facts and made part of the case</p> <p>Disposition is determined by order of the trial judge. NOTE: See Series 00193</p>
00824	<p>Hearing Recording, Log Sheets, Stenographic Tapes, & Shorthand Books</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>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.</p> <p>Series contains; Hearing recording, log sheets, stenographic tapes, and shorthand books</p> <p>Destroy five years after final disposition of case, and expiration of appeal period</p>
04009	<p>Recordings of Civil Proceedings (V)</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>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 videotape 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 videotape 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. See attachment for additional information.</p> <p>The cases closed by Statute or Court Order</p> <p>Series contains visual recording of court activities during any given case</p> <p>Destroy five years after final disposition of case and expiration of appeal period. NOTE: See series 04212, for Videotapes of Appealed Cases</p>

STATE AGENCY RECORDS RETENTION SCHEDULE

Judicial Branch
Court of Justice: Post-1977
Circuit Court
Circuit Court Public Records

Record Group
Number
0640

Series	Records Title and Description	Function and Use
04010	Recordings of Criminal Proceedings (V)	This series is the official record of criminal proceedings heard in Circuit Court. It replaces the traditional use of court reporters to record proceedings.
	Access Restrictions	The cases closed by Statute or Court Order
	Contents	Series contains visual recording of court activities during any given case
	Retention and Disposition	Destroy 20 years after final disposition of case and expiration of appeal period. NOTE: See series 04212, for Audio/Video Recordings of Appealed Cases
04011	Videotape Recording Log (V)	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
	Contents	Series contains: Presiding Judge; tape number; case number; style of case; plaintiff's/defendant's attorney; date recorded; speaker's names and times speaking; verdict and penalty; other information necessary for identification purposes
	Retention and Disposition	Copy of log must accompany Videotapes of Appealed Cases (04212) when such cases are transferred to the State Archives Center. Destroy remaining logs when videotapes are destroyed
04210	Videotape 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 videotapes 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	
	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 videotapes are destroyed
04212	Videotapes of Appealed Cases (V)	This series is the official record of court proceedings as described in the Videotapes of Civil Proceedings (04009) and the Videotapes of Criminal Proceedings (04010). The use of video equipment began in 1982. When created, there are two videotape recordings, recorded simultaneously. Upon the filing of a notice of appeal, this series, one of the two videotape 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 videotape until transmitted to the appellate court (transmitted on request of the Clerk of the Appellate Court). The second videotape 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 videotape of the lower court proceedings is returned to the court of jurisdiction. *See attachment for additional information.
	Access Restrictions	The cases closed by Statute or Court Order
	Contents	Series contains visual recording of court activities during any given case
	Retention and Disposition	Transfer one original to the State Archives Center when related case files (00202) are transferred. Destroy excess copies of videotapes prior to transfer

STATE AGENCY RECORDS RETENTION SCHEDULE

Judicial Branch
Court of Justice: Post-1977
Circuit Court
Circuit Court Public Records

Record Group
Number
0640

Series	Records Title and Description	Function and Use
04803	Self-Consent Abortions by a Minor - (effective 1986) Change Date: 3/11/1999 (V)	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 it will provide her 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)
	Contents	Series contains: Petitions, orders, guardian appointment, evidence, motions, order for attorney fees, notice of appeal and findings, if appealed
	Retention and Disposition	Destroy, if no appeals in progress
04804	Juvenile Mental Inquest Case Files - (effective 1986) Change Date: 3/11/1999	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
	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, if no appeal in progress
P77-2	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	
	Contents	Series contains: Deposed witnesses pretrial testimony collected during pre trial events
	Retention and Disposition	Upon conclusion of the appeals period, the Depositions may be returned to original attorneys involved in the case or destroyed.

STATE AGENCY RECORDS RETENTION SCHEDULE

Judicial Branch
Court of Justice: Post-1977
District Court
District Court Public Records

Record Group
Number
0640

Series	Records Title and Description	Function and Use
00182	<p>Public Trial Calendar Sheets - (Contains Daily Court Calendars, AOC-950, which show case number, style of case, brief description of day's occurrence)</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>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.</p> <p>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</p> <p>Destroy</p>
00183	<p>Public Index File - (This series is now created in Sustain, SN 04491) Closed Date: 12/31/1995 Administrative Change Date: 11/24/1997 To change disposition (V)</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>Closed Series: This series documents 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 serves as an index to the following District Court records: Civil, Small Claims, Probate, Traffic, Misdemeanor, and Felony Preliminary Hearing Cases. *NOTE: This series is now created and retained in Sustain, series 04491.</p> <p>Series contains: Date filed, style of case, case number, court number, judge number, citation number, and offense</p> <p>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</p>
00184	<p>Individual Case Docket Sheets - (Contains the Docket Sheets, AOC-905, in each Small Claims and Civil Case)(Series is now created in Sustain, SN 04491) Closed Date: 12/31/1995 Administrative Change Date: 11/24/1997 To change disposition</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>Closed Series: 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: This series is now created and retained in Sustain (04491).</p> <p>Series contains: Case number, case style, court, judge's name, date, summary of each document entered in case file</p> <p>Transfer to the State Archives Center when no longer needed administratively</p>

STATE AGENCY RECORDS RETENTION SCHEDULE

Judicial Branch
Court of Justice: Post-1977
District Court
District Court Public Records

Record Group
Number
0640

Series	Records Title and Description	Function and Use
00185	Small Claims Case Files - (Contains the originals of all proceedings, motions and actions) Administrative Change Date: 11/24/1997 To change disposition Access Restrictions	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.
	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 permanently judgment and items affecting the judgment. Destroy remainder of case record after five years
00186	Civil Case Files - (Contains Forcible Entry and Detainer) Administrative Change Date: 11/24/1997 To change disposition Access Restrictions	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.
	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 permanently judgment and items affecting the judgment. Destroy remainder of case record after five years

STATE AGENCY RECORDS RETENTION SCHEDULE

Judicial Branch
Court of Justice: Post-1977
District Court
District Court Public Records

Record Group
Number
0640

Series	Records Title and Description	Function and Use
00187	Probate Case Files - (Contains case files for Probate, a certified copy of will or video recording, and records of appointment, inventory, settlement, and vouchers. Also contains name changes and guardians for minors. NOTE: If no exceptions taken within thirty days after settlement, return vouchers to fiduciary. If exceptions taken, retain until settlement and return to fiduciary.) Administrative Change Date: 11/24/1997 To change disposition	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	
	Contents	Series contains: Petitions, certified copy of will or video recording, orders, inventory, bonds, settlements, vouchers, fiduciary appointments
	Retention and Disposition	Transfer to the State Records Center for ten years, then transfer to the State Archives Center
00188	Prepayable Citation File - (Contains original citation, which has been prepaid without court appearance)	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	
	Contents	Series contains; Original citation, which contains information on violator, charge, court date (if not prepaid), disposition, and date of disposition
	Retention and Disposition	Destroy after audit

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Judicial Branch
Court of Justice: Post-1977
District Court
District Court Public Records

Record Group
Number
0640

Series	Records Title and Description	Function and Use
00189	<p>Traffic Case File - (Contains original citation, copies of cash receipts, and proceedings with Docket entries made on face of Case Jacket) Administrative Change Date: 3/11/1999 To change disposition</p> <p>Access Restrictions</p>	<p>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.</p>
	<p>Contents</p>	Series may include: Case number, court, Judge, defendant, original citation or complaint, copies of cash receipts, orders, judgment, bond information, process
	<p>Retention and Disposition</p>	Destroy 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, and (f) there are no outstanding bench warrants.
00190	<p>Misdemeanor Case Files - (Contains arresting instrument and proceedings, motions and actions with Docket entries made on face of Case Jacket) Administrative Change Date: 3/11/1999 To change disposition</p> <p>Access Restrictions</p>	<p>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.</p>
	<p>Contents</p>	Series may include: 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
	<p>Retention and Disposition</p>	Retain case file records that include charges that are on the list of charges eligible for future enhancement. Destroy all other case files 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, and (f) there are no outstanding bench warrants; and, (g) any restraining order resulting from a stalking conviction has expired.

STATE AGENCY RECORDS RETENTION SCHEDULE

Judicial Branch
Court of Justice: Post-1977
District Court
District Court Public Records

Record Group
Number
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Series	Records Title and Description	Function and Use
00191	Felony Preliminary Hearing Files Administrative Change Date: 3/11/1999 To change disposition Access Restrictions Contents Retention and Disposition	<p>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.</p> <p>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</p> <p>Retain case file records that include charges that are on the list of charges eligible for future enhancement. Destroy all other case files 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, and (f) there are no outstanding bench warrants; and, (g) any restraining order resulting from a stalking conviction has expired.</p>
00192	Public Trial Recording and Log Sheets File Access Restrictions Contents Retention and Disposition	<p>This series records court proceedings in each case during a court appearance, by use of audio equipment. The log sheets are used as locators. The log sheets identify, by the use of the numeric/digital setting on the tape recorder, the attorney or testimony of a witness.</p> <p>Series contains the original electronic recordings of each case on tape cassettes with log sheets for the cassettes</p> <p>Destroy recording and log five years after final disposition of case and expiration of appeal period.</p>
00193	Exhibits - (Contains any item produced/exhibited during a trial/hearing as proof of facts and made part of case) Access Restrictions Contents Retention and Disposition	<p>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.</p> <p>Series contains any item produced/exhibited during a trial/hearing as proof of facts and made part of a case</p> <p>Disposition is determined by order of the trial judge. Disposition should conform to the following: (See Below)</p>
00194	Citation Transmittal File - (Contains listing of citations transferred from law enforcement officers/agencies to circuit clerk's office) Access Restrictions Contents Retention and Disposition	<p>This series lists citations transferred from law enforcement offices/agencies to the Circuit Court Clerk's office. It may be used as a tracking device for audit purposes.</p> <p>Series contains: Date, citation number, officer's signature, may or may not include offender's name</p> <p>Destroy after audit</p>

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Judicial Branch
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District Court
District Court Public Records

Record Group
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Series	Records Title and Description	Function and Use
00810	Failed to Appear Files - (Contains original citation and notice to suspend license) Access Restrictions Contents Retention and Disposition	<p>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.</p> <p>Series contains: Original citation, notice to suspend license</p> <p>Destroy after audit</p>
00811	Criminal Complaint File - (Contains unserved criminal complaints, warrants, and summons to which case numbers have not been assigned) Access Restrictions Contents Retention and Disposition	<p>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.</p> <p>Series contains: Unserved criminal complaints, warrants, and summons, to which case numbers have not been assigned.</p> <p>Destroy one year after date of issuance and notification to County Attorney</p>
00812	Search Warrant File - (Contains executed search warrants where insufficient evidence was found to initiate a case) Access Restrictions Contents Retention and Disposition	<p>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.</p> <p>Series contains executed search warrants</p> <p>Destroy one year after date of issuance and notification to County Attorney</p>

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Judicial Branch
Court of Justice: Post-1977
District Court
District Court Public Records

Record Group
Number
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Series	Records Title and Description	Function and Use
01029	Individual Case Docket Sheets - Probate - (Contains AOC 905, which has style of case, attorneys, all case documents) - (Now created in Sustain, SN 04491) Closed Date: 12/31/1995 Administrative Change Date: 11/24/1997 To change disposition Access Restrictions Contents Retention and Disposition	<p>Closed Series: 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: This series is now created and retained in Sustain, 04491.</p> <p>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</p> <p>Transfer to the State Archives Center when no longer needed administratively</p>
03067	Vehicle Exhaust Testing File - (Contains court proceedings resulting from violations of Air Pollution Standards) (Electronic) Closed Date: Access Restrictions Contents Retention and Disposition	<p>This series documents all court proceedings resulting from criminal complaints against individuals who have violated Air Pollution Standards established in 1983, by Jefferson County Ordinance. Files can be dismissed by request of the Jefferson County Air Pollution Board and/or proof of compliance. Computer services are provided by Jefferson County Air Pollution Board. Appeals must be made within thirty days.</p> <p>Series contains: Criminal complaint, criminal summons, copy of affidavit from VET requesting dismissal, cash receipts, copy of bench warrant, plea of guilty form</p> <p>Destroy after audit. NOTE: Purge and destroy case files resulting in dismissal after six months</p>
03068	Vehicle Exhaust Testing Docket File - (Computer Tape and Printout) - (Court 127 District Docket) (Electronic) Closed Date: Access Restrictions Contents Retention and Disposition	<p>This series records the disposition code and indicates when and how disposition was finalized for vehicle exhaust test cases. All recordings result from court hearings.</p> <p>Series contains: Criminal complaint, court index number, case history, defendant's name, disposition code</p> <p>Destroy when related case files are destroyed</p>

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Judicial Branch
Court of Justice: Post-1977
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Record Group
Number
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Series	Records Title and Description	Function and Use
03069	Vehicle Exhaust Testing Compliance Docket File - (Court 135 Compliance Docket) - (Computer Tape and Printout) (Electronic) Closed Date: Access Restrictions Contents	This series documents dismissals of Vehicle Exhaust Testing cases submitted by the Jefferson County Air Pollution Board. Series contains: Criminal complaint number, court index number, case history, defendant's name, disposition code, judge's order
	Retention and Disposition	Destroy when related case files are destroyed

STATE AGENCY RECORDS RETENTION SCHEDULE

Judicial Branch
Court of Justice: Post-1977
District Court
Domestic Violence and Abuse Records

Record Group
Number
0640

Series	Records Title and Description	Function and Use
00819	Hearing Calendar Sheet File - (Contains the Daily Court Calendars (AOC 950), which show case number, style of case and daily occurrences)	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
	Contents	Series contains: Case style, case number, proceedings, court, county, Judge, attorney, Judge's orders for the day
	Retention and Disposition	Destroy
00820	Index Card File - (This series is now created in Sustain, SN 04491) - (Contains Master Index (AOC 946), which shows date case filed, style of case, case number, and Judge's number) Closed Date: 12/31/1995	Closed Series: This series documented information necessary for accessing Domestic Violence and Abuse Case Files (00822) and Domestic Violence and Abuse Case Docket Sheets (00821). Without the information contained in the series, it would be extremely hard to access specific cases or docket sheets. This series is now created in Sustain (04491).
	Access Restrictions	KRS 403.770 (1) Petitioner/minor child address
	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 is now created in Sustain, SN 04491) Closed Date: 12/31/1995	Closed Series: This series documented, in summary form, the proceedings in Domestic Violence and Abuse 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: This information is now created and retained in Sustain (04491).
	Access Restrictions	KRS 403.770 (1) Petitioner/minor children address
	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

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Judicial Branch
Court of Justice: Post-1977
District Court
Domestic Violence and Abuse Records

Record Group
Number
0640

Series	Records Title and Description	Function and Use
00822	Case Files - (Contains AOC 905, which lists the style of case, attorneys, all case proceedings and documents)	This series documents the legal process, orders and judgments rendered in Domestic Violence and Abuse Cases. It contains the original of all proceedings, motions, and actions created during the hearings. Domestic violence and abuse 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
	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 tape recorder, the attorney or testimony of a witness.
	Access Restrictions	KRS 403.770 (1) Petitioner/minor child address
	Contents	Series contains electronic recording on cassette and log sheets
	Retention and Disposition	Destroy recording and log five years after final disposition of case and expiration of appeal period.
04639	Petitions - (Emergency Protective Orders are not issued) - (Contains the petitions, proceedings, motions and actions)	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 there is no further action 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.
	Access Restrictions	KRS 403.770 (1) Petitioner/minor child address
	Contents	Series contains: Petitioner's name and address, complaint, name of accused, date, clerk's signature
	Retention and Disposition	Destroy

STATE AGENCY RECORDS RETENTION SCHEDULE

Judicial Branch
Court of Justice: Post-1977
District Court
Involuntary Hospitalization/Disability

Record Group
Number
0640

Series	Records Title and Description	Function and Use
00814	Hearing Calendar Sheets Access Restrictions Contents Retention and Disposition	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 the theft, loss, and damage to related cases. KRS 202A, 202B, and 387 Series contains: Case style, case number, proceedings, and Judge's orders for the day; county, court, Judge, attorney Destroy
00815	Index Card File - (This series is now created in Sustain, SN 04491) Closed Date: 12/31/1995 Administrative Change Date: 11/24/1997 To change disposition (V) Access Restrictions Contents Retention and Disposition	Closed Series: This series documents the case number necessary for accessing the Involuntary Hospitalization/Disability Case Files (00817) and Individual Case Docket Sheets (00816). Without this information, specific cases and docket sheets would be extremely hard to access. *NOTE: This series is now created and maintained in Sustain (04491). KRS 202A, 202B, and 387 Series contains: Dates filed, case style, case number, and Judge's number. Retain 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 is now created in Sustain, SN 04491) Closed Date: 12/31/1995 Administrative Change Date: 11/24/1997 To change disposition Access Restrictions Contents Retention and Disposition	Closed Series: 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. *NOTE: This series is now created and retained in Sustain (04491). KRS 202A, 202B, and 387 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 Transfer to the State Archives Center when no longer needed administratively
00817	Case Files Administrative Change Date: 11/24/1997 To change disposition Access Restrictions Contents Retention and Disposition	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 mentally retarded 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. This series can provide useful information in researching land ownership, etc. KRS 202A, 202B, 387 Series may include: Warrants; summonses; petitions; date filed; orders; judgments; examination orders and certificates; appointment of guardian or conservator; guardian/conservator reports; inventory and settlements Transfer to the State Records Center for ten years, then transfer to the State Archives Center

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Judicial Branch
Court of Justice: Post-1977
District Court
Involuntary Hospitalization/Disability

Record Group
Number
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Series	Records Title and Description	Function and Use
00818	Hearing Recordings & Log Sheets - (Contains original electronic recordings on cassettes with log sheets for each)	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 tape recorder, where to locate specific entries on the tapes, such as the attorney or testimony of a witness.
	Access Restrictions	KRS 202A, 202B, and 387
	Contents	Series contains original electronic recordings on cassettes with log sheets for each case
	Retention and Disposition	Destroy recording and log five years after final disposition of case and expiration of appeal period.

STATE AGENCY RECORDS RETENTION SCHEDULE

Judicial Branch
Court of Justice: Post-1977
District Court
Juvenile Records

Record Group
Number
0640

Series	Records Title and Description	Function and Use
00195	Juvenile Hearing Calendar Sheets - (Contains the daily court calendars, AOC 950)	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
	Contents	Series contains: Case number, style of case, description of charges and daily occurrences, orders, judgments/dispositions, county, court, judge, attorney
	Retention and Disposition	Destroy
00196	Index Card File - (This series is now created in Sustain, SN 04491) Closed Date: 12/31/1995 Change Date: 3/11/1999 (V)	Closed Series: 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: This series is now created and retained in Sustain (04491).
	Access Restrictions	KRS 610.340; Court of Justice
	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 Closed Date: 3/11/1999 Change Date: 3/11/1999	Closed series: 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
	Contents	Series contains: Proceedings, motions, actions, orders and judgments, case number, court, Judge, child, petition, process
	Retention and Disposition	Destroy after child reaches twenty-three years of age
00198	Hearing Recordings and Log Sheet File - (Contains original electronic recordings on cassettes with log sheets for each)	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 tape recorder, the attorney or testimony of a witness.
	Access Restrictions	Court of Justice
	Contents	Series contains original electronic recordings on cassette, with log sheets for each.
	Retention and Disposition	Destroy recording and log five years after final disposition of case and expiration of appeal period.

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Record Group
Number
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Series	Records Title and Description	Function and Use
00813	Individual Case Docket Sheets - (This series is now created in Sustain, SN 04491) Closed Date: 12/31/1995 Change Date: 3/11/1999	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: This series is now created and retained in Sustain (04491).
	Access Restrictions	KRS 610.340, Court of Justice
	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 Change Date: 3/11/1999 (V)	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
	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
04751	Juvenile Case Files - Felony Offenses - (effective July 15, 1997) Change Date: 3/11/1999 (V)	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. *NOTE: July 15, 1997.
	Access Restrictions	KRS 610.340, 610.320 (3) (4), Court of Justice
	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
04752	Juvenile Case Files - Non-Felony Offenses - (effective July 15, 1997) Change Date: 3/11/1999 (V)	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
	Contents	Series contains: Petitions, orders, legal process instruments, motions, contempt rules, answers, judgments, dispositions
	Retention and Disposition	Destroy after child reaches twenty-three years of age

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Court of Justice: Post-1977
District Court
Juvenile Records

Record Group
Number
0640

Series	Records Title and Description	Function and Use
04801	Self-Consent Abortions by a Minor - (effective 1986) Change Date: 3/11/1999 (V)	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 it will provide her 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)
	Contents	petitions, orders, guardian appointment, evidence, motions, order for attorney fees, notice of appeal and findings, if appealed
	Retention and Disposition	Destroy, if no appeal in progress
04802	Juvenile Mental Inquest Case Files - (effective 1986) Change Date: 3/11/1999	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 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
	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