

# Supreme Court of Kentucky

2025-35

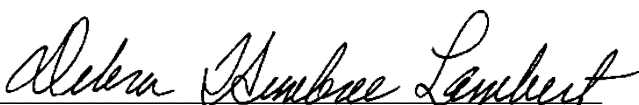
## ORDER

**IN RE:        RECORDS RETENTION SCHEDULE FOR  
                 THE COURT OF APPEALS**

Under Section 110(5)(b) of the Kentucky Constitution and KRS 26A.220, it is ORDERED that the Court of Appeals – Post 1975 Retention Schedule, which is attached to this order and incorporated by reference, is hereby approved. 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

Court of Justice  
Court of Appeals - Post 1975

Record Group  
Number  
0641

Series	Records Title and Description	Function and Use
03812	<b>Appellee/Appellant Index to Case Files (V)</b>	This series provides essential information to access the Case Files (03814) and Docket Sheets (03813). From July 1976 to July 1986, index information was recorded on 3x5 cards. In August 1986, the Supreme Court moved to a digital case management system, from which index information is now created.
	<b>Access Restrictions</b>	
	<b>Contents</b>	Series contains: Name of appellee/appellant, case number, date filed, and Court of origin
	<b>Retention and Disposition</b>	Retain in agency.
03813	<b>Docket Sheets (ACCPs Printout)</b>	This series documents, in summary form, the proceedings in cases appearing before the Court of Appeals. Dockets are prepared by the Clerk for use by the Court and the Bar. It also serves as a security backup to the Case Files (03814), in the event of their loss, damage, or theft. From July 1976 to July 1986, the series was created and maintained manually. From August 1986 to the present, the series is created and maintained in the Appellate Court Case Processing System (03653), as listed on the Supreme Court Schedule. * Note: Docket Sheets prior to August 1986 are filed within the case files. After that time, they are maintained separate.
	<b>Access Restrictions</b>	
	<b>Contents</b>	Series contains: Court of Appeals case number, case type, status, associated case numbers, court of origin, appellee/appellant attorney, step informaton, which includes number of steps, date, and summary of each action taken
	<b>Retention and Disposition</b>	Retain in Agency. NOTE: A copy of the Docket Sheets must accompany Case Files (03814) when transferred to the State Archives Center
03814	<b>Case Files (V)</b>	This series documents the procedures and opinions of the Court of Appeals, in relation to judgments rendered by lower courts. Except as provided in section 110 of the Constitution of Kentucky, an appeal may be taken as a matter of right to the Court of Appeals from any conviction, final judgment, order, or decree rendered on an appeal from a court inferior to circuit court. The Court of Appeals has jurisdiction to review interlocutory orders of the circuit court in civil cases but, there shall be no review by appeal or by writ of certiorari from that portion of a final judgment, order, or decree of a circuit court dissolving a marriage. An appeal may be taken to the Court of Appeals by the state in criminal cases from an adverse decision on ruling of the circuit court, but only under the following conditions: 1) such an appeal shall not suspend the proceedings in the case; 2) the record on appeal shall be transmitted by the Clerk of the Circuit Court to the Attorney General. If the Attorney General is satisfied that review of the Court of Appeals is important, he may deliver the record to the Clerk of the Court of Appeals; 3) Court of Appeals may reverse the decision of the circuit court and order a new trial in any case in which a new trial would not constitute double jeopardy or otherwise violate any constitutional rights of the defendant. * Note: 705 rolls
	<b>Access Restrictions</b>	
	<b>Contents</b>	Series contains: Motions, orders, briefs, and opinions .
	<b>Retention and Disposition</b>	Transfer to the State Archives Center after final decision is rendered
03815	<b>Opinions (N)</b>	This series documents the decisions rendered by the court and details the reasons upon which judgments are based. A duplicate of each opinion is temporarily maintained to answer questions regarding cases, in lieu of retrieving the actual case file. It also indicates whether or not decisions are to be published in law books.
	<b>Access Restrictions</b>	
	<b>Contents</b>	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>	Destroy when no longer administratively necessary.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Court of Justice  
Court of Appeals - Post 1975

Record Group  
Number  
0641

Series	Records Title and Description	Function and Use
03816	<b>Administrative Orders</b>	This series documents internal orders or policies of the court promulgated for the guidance of practitioners and the regulation of procedures in general, or in some general branch of its jurisdiction, as opposed to a rule or an order made in an individual case.
	<b>Access Restrictions</b>	
	<b>Contents</b>	Series contains orders and judge's signature
	<b>Retention and Disposition</b>	Retain in agency
03817	<b>Weekly Minute Folders</b>	This series documents the actions of the Court of Appeals that relate to court cases, or the administrative aspects of court proceedings. It is primarily used as a reference tool. Information used to create this series comes directly from Docket sheet entries. NOTE: From 1976 to 1986, the series was created and maintained manually. From 1986 to the present, it is created from the Appellate Court Case Processing System (03653, Supreme Court Schedule).
	<b>Access Restrictions</b>	
	<b>Contents</b>	Series contains: Motions, case orders, orders for circuit court actions, and rule amendments
	<b>Retention and Disposition</b>	Destroy when no longer administratively necessary.
07070	<b>Public Correspondence</b>	This series documents communication and materials sent to the Kentucky Court of Appeals from external parties.
	<b>Access Restrictions</b>	
	<b>Contents</b>	Series may contain: Names, addresses, case numbers, personal identifying information, correspondence, requests for relief and legal advice, photographs, and other materials.
	<b>Retention and Disposition</b>	Retain in agency for one year, then destroy when no longer administratively necessary.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Court of Justice  
Court of Appeals - Pre 1976

Record Group  
Number  
0641

Series	Records Title and Description	Function and Use
03596	Case Files	Closed Series: This series documented the procedures and opinions of the Court of Appeals, in relation to the Constitutionality of laws passed by the General Assembly and judgments rendered by lower courts. The file contains originals of all Court of Appeals proceedings. All records prior to 1860 were destroyed by fire in 1865. * 1,510 rolls of film are maintained by the State Archives.
	Access Restrictions	
	Contents	Series contains: Step sheets, index sheet for file content, information from the lower court, motions, orders, briefs, verdicts, petitions for rehearing (appellee/appellant), briefs (appellee/appellant), response to petitions for rehearing, mandates, attorney's name, county of case origin, and the judge's name
	Retention and Disposition	Transfer to the State Archives Center. NOTE: The following duplicates shall be destroyed - Briefs for appellee/appellant; appellee/appellant petition for rehearing; response to petition for rehearing
03597	General Cross Index to Case Files	Closed Series: Series is used as a quick reference tool for the Court of Appeals Case Files (03596).
	Access Restrictions	
	Contents	Series contains: Names of appellee/appellant, county of origin, case number
	Retention and Disposition	Retain in agency. NOTE: A copy of the index must accompany Case Files (03596) when transferred to the State Archives Center
03818	Order Books Change Date: 12/13/1990	Closed series. This series was created to record the opinions, decisions, orders, etc., issued by the Court of Appeals. It also serves as a security backup to the case files (03596), in the event of loss, theft, or damage. Most books prior to 1865 were destroyed by fire in 1865.
	Access Restrictions	
	Contents	Series contains: Date, appellee/appellant names, orders, opinions, decisions, and judge's signature
	Retention and Disposition	Transfer to the State Archives Center when no longer needed administratively