

Supreme Court of Kentucky

2025-19

ORDER

IN RE: RECORDS RETENTION SCHEDULE FOR THE SUPREME COURT

Under Section 110(5)(b) of the Kentucky Constitution and KRS 26A.220, it is ORDERED that the Supreme Court Retention Schedule, which is attached to this order and incorporated by reference, is hereby approved. The Supreme Court Retention Schedule previously approved by Supreme Court Order 1990-02 (June 14th, 1990) shall be rescinded and deleted in its entirety. This order shall be effective upon date of entry and until further order of this Court.

All sitting; all concur.

Entered this 28th day of May 2025.


CHIEF JUSTICE

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

Schedule Date: June 14, 1990

STATE AGENCY RECORDS
RETENTION SCHEDULE

Court of Justice
Supreme Court

Record Group
Number
0640S

Series	Records Title and Description	Function and Use
03642	Appellee/Appellant Index to Case Files Closed Date: 12/31/1987	Closed Series: This series documents the index card files that were used to access information in the Case Files (03643) and Docket Sheets (03645). These index cards are no longer generated, as their function was made obsolete by the transition to electronic case management systems in 1988. Index cards document court records generated from July 1976 to December 1987.
	Access Restrictions	
	Contents	Series contains: Name of appellee/appellant, case number, date filed, and court of origin
	Retention and Disposition	Retain index cards permanently in agency. NOTE: When transferring Case Files (03643) dated prior to January 1988 to the State Archives Center, a copy of the index card must accompany the record.
03643	Case Files - (Disciplinary cases are confidential until a final decision is rendered by the Court)	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.
	Access Restrictions	Disciplinary Cases - SCR 3.150
	Contents	Series contains: Motions, orders, briefs, opinions
	Retention and Disposition	Transfer to the State Archives Center after final decision is rendered.
03644	Order Books Closed Date: 12/31/1977	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.
	Access Restrictions	
	Contents	Series contains: Appellee/appellant names, orders, opinions, decisions, and judge's signature
	Retention and Disposition	Transfer to the State Archives Center when no longer needed administratively
03645	Dockets	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 electronic case management system (03653).
	Access Restrictions	Disciplinary Cases - SCR 3.150
	Contents	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
	Retention and Disposition	Retain permanently in agency. NOTE: Case Files (03643) must be accompanied by a copy of the docket when transferred to the State Archives Center

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Series	Records Title and Description	Function and Use
03647	Weekly Minute Folder	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.
	Access Restrictions	Disciplinary Cases - SCR 3.150
	Contents	Series contains: Case orders, orders for circuit court actions, judges' appointments, rule amendments, special judges' appointments, and suspension orders of attorneys
	Retention and Disposition	Transfer to the State Archives Center
03648	Attorney Roster	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.
	Access Restrictions	
	Contents	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
	Retention and Disposition	Retain in agency as long as administratively necessary.
03649	Application of Law Student to Serve as Legal Intern	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.
	Access Restrictions	
	Contents	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).
	Retention and Disposition	Destroy when no longer administratively necessary.
03650	Motion for Admission to Limited Practice of Law	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 categories: 1) company attorney and 2) Public Defender. The company attorneys are governed by Supreme Court Rule 2.112, 2.116, and 2.117. The company attorney is limited to performing legal services for their employer, its parent, subsidiary, or affiliated entities and no other individual or entity in the 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.
	Access Restrictions	
	Contents	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
	Retention and Disposition	Retain in agency as long as administratively necessary, then retain permanently in the State Archives Center.

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Series	Records Title and Description	Function and Use
03653	Electronic Case Management System (V)	This series describes the software or applications that are used to index, track, and maintain all activity related to legal proceedings in the Commonwealth. The information created by and maintained in this system correspond to records series for Case Files and replaces the need to maintain Indexes and Dockets manually. The system indexes the case files and summarizes any action taken from the time a case is filed until final disposition is rendered.
	Access Restrictions	Disciplinary Cases - SCR 3.150
	Contents	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
	Retention and Disposition	Retain in agency
07065	Portrait Documentation	This series documents the process of contracting an artist to create a portrait of a Supreme Court Justice.
	Access Restrictions	
	Contents	Series contains: Name and relevant information about the artist and the subject, contractual agreements, dates, and other documentation needed.
	Retention and Disposition	Retain in agency as long as administratively necessary, then transfer to State Archives Center.
07066	Attorney Suspension for Non-Payment of Dues	This series documents the suspension of an attorney from practicing law in the Commonwealth due to non-payment of dues to the Kentucky Bar Association.
	Access Restrictions	
	Contents	Series contains: Name of attorney, dates of payments due, amount in arrears, documentation of correspondence, and other records relating to the suspension of the attorney.
	Retention and Disposition	Retain in agency as long as administratively necessary, then transfer to State Archives Center.
07067	Motions for Injunctive Relief with No Supreme Court Case	This series contains records documenting a motion for injunctive relief where there is no associated Supreme Court case.
	Access Restrictions	
	Contents	Series contains: Names of relevant parties, documentation of motion, and other associated records.
	Retention and Disposition	Retain in agency