

# Supreme Court of Kentucky

2022-62

## ORDER

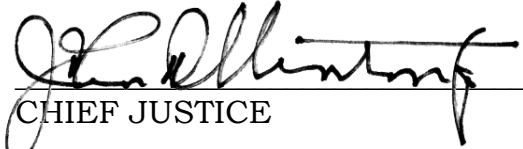
**In Re:        Kentucky Court of Justice Records Retention Schedule Part I:  
                 Pre-1978 Records**

Pursuant to Section 110(5)(b) of the Constitution of Kentucky, and KRS 26A.200-.220 it is HEREBY ORDERED that the 2006 Kentucky Court of Justice Record Retention Schedule, Part I: Pre-1978 Records is deleted in its entirety and replaced by the Kentucky Court of Justice Records Retention Schedule, Part I: Pre-1978 Records attached hereto.

This Order shall be effective January 1, 2023, and until further Order of this Court.

Entered this 16th day of December 2022.

All sitting; all concur.

  
CHIEF JUSTICE

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Records Title<br/>Series and Description</b> | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02191 Adoption Cases</b>                     | <p>Closed Series: This series documented the legal proceedings involved in the act of an individual taking another's child into his family, treating the child as his own, and giving the child all the rights and duties of a natural child. These cases contain all original case papers and documents filed in adoption suits tried before the Circuit Courts, from institution to final disposition. Upon entry of the judgment of adoption, the child was deemed to be the child of the petitioner in all matters (inheritance, succession and for all other legal considerations) and considered the natural child of the adoptive parents. Except where a biological parent was the spouse of an adoptive parent, an adopted child (from entry of judgment) had no legal relationship to its birth parents in respect to personal or property. Prior to 1946, Circuit Court adoptions were included in Civil Case files and recorded in Civil Order Books. Between 1940-1945, the County Court heard adoptions, if that court was in session and Circuit was not. The cases were restricted to Circuit Court in 1946 and handled as a separate series, with their own Order Books and Docket Books. Adoptions became confidential in 1946. Since the present court system began (January 1, 1978), the information has been retained in series 00206, Adoption/Termination Hearing Case Files, 1978 to Present schedule. *Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.</p> <p><b>Access Restrictions</b> KRS 199.570. Agencies should consult legal counsel regarding open records matters.</p> <p><b>Contents</b> Series contains: Petition to adopt, recommendation of the child welfare worker, sworn consent of the living parent or parents of a child, health history of the biological parents and blood relatives of the adoptive child, petitions, motions, orders, judgment, and legal process instruments</p> <p><b>Retention and Disposition</b> Retain in Clerk's Office or transfer to the State Archives Center</p> |
| <b>02192 Adoption Docket Books</b>              | <p>Closed Series: This series recorded the prepared list (docket) of adoption cases set for trial at each term of court, for use by the judges/attorneys during the court term. It was prepared by the Clerk. Through the docketed information, the judges/attorneys would know which cases were set for trial and when. In addition, they would have access to information such as case number, last entry in case (summary and date), style of case, plaintiff's/defendant's attorney, return on process, and remarks. In some indexing systems, Docket Books are an essential link in locating case file references. Note: Since the present court system began (January 1, 1978), this information has been recorded and retained in series 00205, Adoption/Termination Docket Sheets, 1978 to Present schedule. *Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.</p> <p><b>Access Restrictions</b> KRS 199.570. Agencies should consult legal counsel regarding open records matters.</p> <p><b>Contents</b> Series contains: Date set for trial, term of court, case number, last order in case (summary and date), plaintiff's/defendant's attorney, style of case, return on process, remarks</p> <p><b>Retention and Disposition</b> Retain where Order Books or Case Files do not exist, or where Dockets are an essential link in locating Case File or Order Book references. Destroy remainder</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>02193 Adoption Order Books</b>               | <p>Closed Series: This series recorded the orders and judgments issued by the Circuit Court judges in relation to adoption cases. It also serves as a security backup to the Adoption Cases (02191) in the event of loss, theft or damage. In some indexing systems, the Order Books provide an essential link in locating Adoption Cases. This series was discontinued when the present court system began in January 1, 1978. *Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.</p> <p><b>Access Restrictions</b> KRS 199.570. Agencies should consult legal counsel regarding open records matters.</p> <p><b>Contents</b> Series contains: Orders, motions, judgments related to the adoption cases</p> <p><b>Retention and Disposition</b> Retain in Clerk's Office or transfer to the State Archives Center. Note: A copy of the Adoption Order Books must accompany the Adoption Cases (02191) when transferred to the State Archives Center</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>                                   | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02194</b>  | <b>Termination of Parental Rights Case Files - (Termination Cases)</b> | Closed Series: This series documented the legal proceedings involved in voluntary or involuntary termination of all parental rights to a child. The cases contain all original case papers and documents filed in termination suits tried before the courts, from institution to final disposition. Voluntary terminations were initiated upon petition by the parent seeking termination. The only parties to the action were the parent seeking termination and a guardian ad litem (appointed by the court) to represent the best interests of the child. Involuntary terminations were initiated upon petition by the Cabinet for Families and Children, any child placing agency licensed by the Cabinet, County or Commonwealth's Attorneys, or a parent. Grounds for termination include abuse or neglect. Note: Since the present court system began (January 1, 1978), this information has been retained in series 00206, Adoption/Termination Hearing Case Files, 1978 to Present schedule. |
|               | <b>Access Restrictions</b>                                             | KRS 199.570. Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|               | <b>Contents</b>                                                        | Series contains: Petitions, orders, motions, judgments/decisions, legal process instruments, recommendations of the child welfare worker, petition to terminate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|               | <b>Retention and Disposition</b>                                       | Retain in Clerk's Office or transfer to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>02195</b>  | <b>Termination Docket Books</b>                                        | Closed Series: This series documented the prepared list (docket) of Termination of Parental Rights Cases (02194) set for trial at each term of court, for use by the judges/attorneys during the court term. It was prepared by the Clerk. Through the docketed information, the judges/attorneys would know which cases were set for trial and when. In addition, they would have information such as case number, last entry in case (summary and date), style of case, name of plaintiff/defendant attorney, and remarks. In some indexing systems, docket books are an essential link in locating case file references. Note: Since the present court system began (January 1, 1978), this information has been retained in series 00205, Adoption/Termination Docket Sheets, 1978 to Present schedule.                                                                                                                                                                                            |
|               | <b>Access Restrictions</b>                                             | KRS 199.570. Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|               | <b>Contents</b>                                                        | Series contains: Date set for trial, term of court, case number, last entry in case (summary & date), plaintiff's/defendant's attorney, style of case, return on process, and remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|               | <b>Retention and Disposition</b>                                       | Retain where Order Books or Case Files do not exist, or when Dockets are an essential link in locating Case File or Order Book references. Destroy remainder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>02196</b>  | <b>Termination Order Books</b>                                         | Closed Series: This series recorded the orders and judgments rendered by the Circuit Court judges in relation to Termination of Parental Rights Cases (02194). It serves as a security backup to these cases in the event of loss, theft or damage. In some indexing systems, the Order Books provide an essential link in locating Termination Cases. This series was discontinued when the present court system began January 1, 1978.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|               | <b>Access Restrictions</b>                                             | KRS 199.570. Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|               | <b>Contents</b>                                                        | Series contains: Orders, motions, judgments related to termination cases                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|               | <b>Retention and Disposition</b>                                       | Retain in Clerk's Office or transfer to the State Archives Center. Note: A copy of the Termination Order Books must accompany Termination Cases (02194) when transferred to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Judicial Branch

Court of Justice: Pre-1978

Circuit Court

Adoption and Child Custody Records

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>                                           | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02198</b>  | <b>Child Support Files - (Uniform Support of Dependents Act Cases (USODA))</b> | Closed Series: This series was a result of the Support of Dependents Act, which was approved March 22, 1950, by the Kentucky General Assembly. It consists of documents necessary to secure support in civil proceedings for dependent wives, children and poor relatives from persons legally responsible for their support, within and out of the state. Most cases were for the benefit of children and were for cases in which the petitioner and the respondent resided in different states. The actions were decided by Circuit and Juvenile Courts. The Courts through these proceedings had the power to order the respondent to pay sums sufficient to provide food, shelter, clothing, medical expenses, education expenses, and other reasonable and proper expenses of the child. During the hearing process, contact between the petitioner and the respondent and information between the courts involved were written in transcripts, depositions, and the written response to same. When physical appearance of the petitioner was required, the petitioner's representative from the responding state appeared on behalf of and represented the petitioner at all stages of the proceedings. These cases were sometimes called Uniform Reciprocal Enforcement of Support Act Cases (URESAs). Note: Since the present court system began (January 1, 1978), this information has been included in series 00197, Juvenile Case Files, 1978 to Present schedule. |
|               | <b>Access Restrictions</b>                                                     | KRS 199.570. Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|               | <b>Contents</b>                                                                | Series contains: Letters from County Attorney (in and out of state), information regarding the Uniform Support of Dependents Acts, complaints, certificates, orders, warrants, petitions, bail bonds, exhibits, summonses, testimonies, transcripts, responses, affidavits, police records, letters from probation officers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|               | <b>Retention and Disposition</b>                                               | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>                                           | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02205</b>  | <b>Injunction Bonds</b>                                                        | Closed Series: This series documented that a surety was executed before the Circuit Court to ensure that if an injunction was wrongfully obtained there would be money guaranteed to reimburse the defendant for losses incurred. An injunction prohibited the defendant or his servants from performing the disputed action until the issue was settled. As soon as the rights of the parties were determined, the injunction was discharged or made perpetual, or enforced permanently, unless another action reversed the decision, according to the judgment of the case file (02173). After the decision of the court was rendered and payment was made (if necessary), the case file would document the permanent information and the bonds would not be necessary. Note: Indexes may or may not have been created and, if created, may or may not exist at the present. Note: This series is now included in series 00202, Individual Case Files, 1978 to Present schedule. |
|               | <b>Access Restrictions</b>                                                     | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|               | <b>Contents</b>                                                                | Series contains: Date, number, amount of bond, number of case, names of plaintiff and defendant, affidavit of surety, signatures of plaintiff and surety, attestation of circuit clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|               | <b>Retention and Disposition</b>                                               | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>02206</b>  | <b>Bonds in Equity - (Committee, Guardian, Attachment, Injunction, Appeal)</b> | Closed Series: This series documented that a surety was furnished to the Circuit Court to ensure payment of purchase money in equity cases. Equity cases dealt with natural rights of individuals or rights which were not established by legislative enactments. All types of bonds secured relating to equity cases were included in this series. Some of the bonds were committee, guardian, attachment, injunction, appeal. Note: Indexes may or may not have been created and, if created, may or may not exist at the present time. Note: This series is now included in series 00202, Individual Case Files, 1978 to Present schedule.                                                                                                                                                                                                                                                                                                                                      |
|               | <b>Access Restrictions</b>                                                     | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|               | <b>Contents</b>                                                                | Series contains: Names of plaintiff and defendant, amount of bond, type bond, signature of plaintiff and surety, date bond was filed, attestation of the Circuit Clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|               | <b>Retention and Disposition</b>                                               | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>02207</b>  | <b>Appeals Bonds</b>                                                           | Closed Series: This series documented that a surety bond was executed before the Circuit Court by the appellants, to ensure payment of court costs and judgments rendered. The surety was necessary to protect the appellee's interest while waiting for the appeal process. The appeals bonds were needed for appealed cases from the inferior courts to appellant court. Note: Indexes may or may not have been created and, if created, may or may not exist at the present time. Note: This series is now included in series 00202, Individual Case Files, 1978 to Present schedule.                                                                                                                                                                                                                                                                                                                                                                                           |
|               | <b>Access Restrictions</b>                                                     | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|               | <b>Contents</b>                                                                | Series contains: Date, number, amount of bond, style of case appealed, affidavit of surety, signature of appellant and surety, attestation of the Circuit Clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|               | <b>Retention and Disposition</b>                                               | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>02208</b>  | <b>Attachment Bonds</b>                                                        | Closed Series: This series documented that a surety bond was executed before the Circuit Court to ensure that if an attachment was wrongfully obtained, there would be money guaranteed to reimburse the defendant for damages sustained. An attachment dealt with the process of taking or seizing persons or property by legal process and bringing the same into the custody of the law. It also was a means for the plaintiff to acquire property or effects of the defendant for satisfaction of a judgment. Note: Indexes may or may not have been created and, if created, may or may not exist at the present time. Note: This series is now included in series 00202, Individual Case Files, 1978 to Present schedule.                                                                                                                                                                                                                                                    |
|               | <b>Access Restrictions</b>                                                     | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|               | <b>Contents</b>                                                                | Series contains: Date, number, amount of bond, style of case, affidavit of surety, signature of plaintiff and surety, attestation of the Circuit Clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|               | <b>Retention and Disposition</b>                                               | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION

Archives and Records Management Division

Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS  
RETENTION SCHEDULE

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

Record Group  
Number  
0640A

| Series | Records Title and Description    | Function and Use                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02209  | <b>Bail Bonds</b>                | Closed Series: This series documented that a security bond was furnished to the Commonwealth by the accused persons, securing their release from custody and guaranteeing appearance for trial before the Circuit Court. If for any reason the accused didn't appear before the Circuit Court as scheduled, the amount of the bond was forfeited to the state. Note: Indexes may or may not have been created and, if created, may or may not exist at the present time. Note: This series is now included in series 00202, Individual Case Files, 1978 to Present schedule. |
|        | <b>Access Restrictions</b>       | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|        | <b>Contents</b>                  | Series contains: Date, amount of bond, style of case, affidavit of surety, attestation of the Circuit Clerk, date of appearance                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|        | <b>Retention and Disposition</b> | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 02210  | <b>Replevin Bonds</b>            | Closed Series: This series documented that a surety bond was furnished to the Commonwealth by defendants, ensuring satisfaction of monetary criminal judgments rendered by the Circuit Court within a three month period. Note: Indexes may or may not have been created and, if created may or may not exist at the present time. Note: This series is now included in series 00202, Individual Case Files.                                                                                                                                                                 |
|        | <b>Access Restrictions</b>       | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|        | <b>Contents</b>                  | Series contains: Date, number, amount of bond, case number, names of plaintiff and defendant, affidavit of surety, signatures of plaintiff and surety, attestation of circuit clerk                                                                                                                                                                                                                                                                                                                                                                                          |
|        | <b>Retention and Disposition</b> | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 02211  | <b>Supersedeas Bonds</b>         | Closed Series: This series documented that a surety bond was executed before the circuit court by the appellants to obtain a stay of judgment execution, pending the decision of the appeals court. The bond ensured satisfaction of judgment after the appeals court rendered its decision, unless the lower court's decision was overturned. Note: Indexes may or may not have been created and, if created, may or may not exist at the present time. Note: This series is now included in series 00202, Individual Case Files.                                           |
|        | <b>Access Restrictions</b>       | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|        | <b>Contents</b>                  | Series contains: Name of appellant and appellee, date and amount of bond, judgment of court, signatures of appellant and surety, attestation of the circuit clerk                                                                                                                                                                                                                                                                                                                                                                                                            |
|        | <b>Retention and Disposition</b> | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 02212  | <b>Cost Bonds</b>                | Closed Series: This series documented that a surety bond was executed before the Circuit Court and ensured the Commonwealth that court costs would be paid. Note: Indexes may or may not have been created and, if created, may or may not exist at the present time. Note: This series is now included in series 00202, Individual Case Files, 1978 to Present schedule.                                                                                                                                                                                                    |
|        | <b>Access Restrictions</b>       | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|        | <b>Contents</b>                  | Series contains: Date, case number, amount of bond, style of case, affidavit of surety, signature of principal and surety, attestation of the circuit clerk                                                                                                                                                                                                                                                                                                                                                                                                                  |
|        | <b>Retention and Disposition</b> | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b> | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02213</b>  | <b>Peace Bonds</b>                   | Closed Series: This series documented that a surety bond was executed before the Circuit Court by defendants as a covenant with the Commonwealth as surety against breaking the peace during a stated time. If the surety was broken, it was called Breach of Peace and consisted of anything that caused a violation or disturbance of public tranquillity and order. Note: Indexes may or may not have been created and, if created, may or may not exist at the present time. Note: This series is now included in series 00202, Individual Case Files, 1978 to Present schedule. |
|               | <b>Access Restrictions</b>           | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Contents</b>                      | Series contains: Date, number, amount of bond, names of principal and surety, affidavit of surety, signatures of principal and surety, attestation of the circuit clerk                                                                                                                                                                                                                                                                                                                                                                                                              |
|               | <b>Retention and Disposition</b>     | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>                                                                            | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02348</b>  | <b>Index Books</b>                                                                                              | Closed Series. This series may provide essential information to access the City/Police Court Order Books (02349). *Note: Since the present court system began (January 1, 1978), the information necessary for access of this information has been recorded in the Public Index File (00183), 1978 to Present Schedule.                                                                                                                                                                                                                                                                                                                                                                     |
|               | <b>Access Restrictions</b>                                                                                      | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Contents</b>                                                                                                 | Date, Style of case, case number, sometimes the Order Book and page number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|               | <b>Retention and Disposition</b>                                                                                | Retain in Clerk's Office or transfer to the State Archives Center if necessary for accessing Order Books (02349) entries. Destroy remainder. Note: A copy of the Index Books must accompany the Order Books (02349) when transferred to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>02349</b>  | <b>Order Books</b>                                                                                              | Closed Series. This series recorded the decisions, orders and motions in cases heard by the City/Police Courts. Cases heard by these courts were the lowest level of civil and criminal proceedings (civil up to \$500.00 and criminal up to \$500.00 or 12 months in jail). Naturalization information may be located in this series through June 1906. In June 1906, the Bureau of Immigration and Naturalization was created and retains the records on all immigrants naturalized since that time. Note: Since the present court system began (January 1, 1978), this information has been retained in various records within District Court, such as Civil, Misdemeanor, Felony Cases. |
|               | <b>Access Restrictions</b>                                                                                      | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Contents</b>                                                                                                 | Orders, judgments, plaintiff/defendant names,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|               | <b>Retention and Disposition</b>                                                                                | Transfer to the State Archives Center when no longer needed administratively                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>02350</b>  | <b>Minute Books</b>                                                                                             | Closed series. This series summarized the proceedings of court at each daily session. The Minute Books were prepared by the Clerks or by the City/Police Court Judges in areas where clerks were not available. The clerks/judges used this information to respond to individual inquiries into specific actions which had recently occurred.                                                                                                                                                                                                                                                                                                                                               |
|               | <b>Access Restrictions</b>                                                                                      | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Contents</b>                                                                                                 | Dates of session, name of plaintiffs/defendants, nature of action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|               | <b>Retention and Disposition</b>                                                                                | Retain permanently only when no Order Books exist. Destroy remainder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>02351</b>  | <b>Docket Books - (Includes: Step, Judges' Traffic, Judges' Parking, Jury, Night Court, Domestic Relations)</b> | CLOSED SERIES. This series recorded a list (docket) of cases set for trial before the City/Police Courts. The dockets were prepared by the Clerks or by the City/Police Court Judge, in areas where clerks were not available. Through the use of dockets, judges would have information relating to cases set for trial. The judges would consult the dockets to verify that an individual's court appearance date had been set. In some instances, the docket is an essential link in referencing Order Books, occasionally, the Docket Book contained the usual Order Book entries when no Order Book was created.                                                                       |
|               | <b>Access Restrictions</b>                                                                                      | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Contents</b>                                                                                                 | dates set for trial, terms of court, case numbers, last orders in cases (summary and date) plaintiffs/defendants and their attorneys, return on process, term, remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|               | <b>Retention and Disposition</b>                                                                                | Retain permanently only when no Order Books exist or when Dockets are an essential link in locating Order Book references. Destroy remainder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Records Title<br/>Series and Description</b> | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02168 Order Books</b>                        | Closed Series: This series recorded the orders, motions and judgments rendered in circuit court cases. Order books contain both civil and criminal entries until the mid 1800's (date varies by county). At that time, Civil Order Books and Criminal Order Books were created to contain separate entries. These books serve as a security backup in the event of the loss, theft or damage of the case files (02173). *Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation. NOTE: Since the present court system began (Jan.1, 1978), this information is summarized and retained in the Individual Case Docket Sheets (00201).                                                                                                                                                                         |
| <b>Access Restrictions</b>                      | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Contents</b>                                 | Series contains: Orders, motions, judgments, dates, Judge's signature (periodically)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Retention and Disposition</b>                | Retain in Clerk's Office or transfer to the State Archives Center. Note: A copy of the Order Books must accompany the Case Files (02173) when transferred to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>02169 Docket Books</b>                       | Closed Series: This series recorded a list (docket) of cases set for trial before the Circuit Court at each term of court, for use by the judges/attorneys during the court term. The docket was prepared by the Clerk. Through the docketed information, the judges/attorneys would know which cases were set for trial and when. In addition, they would have access to information such as: dates, term of court, case number, last order in case (summary), attorneys (plaintiff and defendant), returns on process, step at present term, judgment rendered, and remarks to assist them in preparing for the next court appearances. In some indexing systems, docket books are an essential link in locating cases and order book references. *Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation. |
| <b>Access Restrictions</b>                      | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Contents</b>                                 | Series contains: Dates set for trial, terms of court, case numbers, last orders in cases (summary and date) plaintiffs/defendants and their attorneys, return on process, step at present term, remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Retention and Disposition</b>                | Retain permanently when no Order Books or Case Files exist, or when Dockets are an essential filing system link in locating Cases and Order Book references. Destroy remainder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>02170 Execution Books</b>                    | Closed Series: This series recorded executions issued on judgments rendered in cases tried before the Circuit Courts. It recorded the date of judgment, amount of debt, interest, costs and credits, to whom delivered, and the name of the executing officer. This information was included in the series from county formation through January 1, 1978, when the court system changed. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. **Circuit Courts were created in 1803. Earliest dates for specific counties vary due to county formation.                                                                                                                                                                                                                                                   |
| <b>Access Restrictions</b>                      | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Contents</b>                                 | Series contains: Case numbers, style of case, names of attorneys, date and number of execution, amount of debt, date of judgment, executing officer's name, return and return date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Retention and Disposition</b>                | Destroy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>                                                                                                                                                                 | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02171</b>  | <b>Judgment and Judgment by Default Books</b>                                                                                                                                                        | Closed Series: This series briefly documented steps that occurred during trials for specific cases heard by Circuit Court. Most entries are summarized to the point that, without the Order Books or cases, it would be hard or impossible to determine the exact outcome of the case. The entries in most cases are hard to locate, since the majority of the books have no index available. The main difference between the Judgment Books and the Judgment by Default Books is that in the latter, judgments were awarded to individuals when the defendant was summonsed to appear in court but didn't appear. All the information documented in this series is included in the Case Files (02173) and the Order Books (02173). *NOTE: Indexes may or may not have been created and, if created, may or may not exist at the present time. **Circuit Courts were created in 1803. Earliest dates for specific counties vary due to county creation. |
|               | <b>Access Restrictions</b>                                                                                                                                                                           | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|               | <b>Contents</b>                                                                                                                                                                                      | Series contains: Style of case; amount or summary judgment, when rendered; Order Book and page number (sometimes); date satisfied. Some Criminal Judgment Books include the offense, arresting officer, how settled, and date execution was issued                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|               | <b>Retention and Disposition</b>                                                                                                                                                                     | Destroy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>02172</b>  | <b>Judgment from Inferior Courts Books</b>                                                                                                                                                           | Closed Series: This series documented the judgments of cases heard by lower courts and which were later appealed to Circuit Court. The lower courts included Quarterly, Magistrate's, and City Courts. The judgment was transcribed from the lower court cases to the Judgment from Inferior Courts Book, which was retained by the Circuit Clerk's Office. The Circuit Courts used these volumes for documentation necessary for rendering their opinion on the appeals. *NOTE: Indexes may or may not have been created and, if created, may or may not exist at the present time. **Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.                                                                                                                                                                                                                                                       |
|               | <b>Access Restrictions</b>                                                                                                                                                                           | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|               | <b>Contents</b>                                                                                                                                                                                      | Series contains: Date, style of case, type and case number of suit, date filed, judgment of inferior court, purpose of appeal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|               | <b>Retention and Disposition</b>                                                                                                                                                                     | Retain in Clerk's Office or transfer to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>02173</b>  | <b>Case Files - (Chancery or Equity; Civil; Commonwealth; Criminal; Ordinary or Common Law) - (Access restrictions may apply to Adoption/Termination cases; Mental Health cases; Juvenile cases)</b> | Closed Series: This series documented all legal processes, orders, and judgments rendered in Circuit Court cases. It contains the originals of proceedings related to Ordinary/Common Law, Equity/Chancery, Civil (combination of Ordinary and Equity cases, after the statute change of July 1953) and Criminal cases. This series was in effect from county formation through January 1978, when the present court system was established. NOTE: This series is now recorded in the Individual Case Files (00202), 1978 to Present Schedule. *Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.                                                                                                                                                                                                                                                                                              |
|               | <b>Access Restrictions</b>                                                                                                                                                                           | Court Order or by Statute. Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|               | <b>Contents</b>                                                                                                                                                                                      | Series contains: Legal process instruments, correspondence, bonds, orders, judgments, citations, answers, petitions, motions, depositions, style of suit, names of attorneys                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|               | <b>Retention and Disposition</b>                                                                                                                                                                     | Retain in Clerk's Office or transfer to the State Archives Center NOTE: A copy of the Index (02174) and Order Books (02168) must accompany case files when transferred to the State Archives Center. NOTE: Duplicate copies of transcripts of Appealed Cases shall be destroyed prior to transfer to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>                                                                        | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02174</b>  | <b>General Index to Cases - (Chancery or Equity; Civil; Commonwealth; Criminal; Ordinary or Common Law)</b> | Closed Series: This series documents crucial information necessary for accessing Circuit Court cases (02173). The cases indexed include Equity/Chancery, Ordinary/Common Law, Civil, and Criminal, with entries for each usually being recorded in separate volumes. The index furnishes the case number, bundle number, box number, or date needed to match the arrangement of the case files listed. Without the General Index, many Circuit Court cases would be impossible to locate and the information they contain would be lost. The series covers the period from county formation through 1977, when the court system changed. NOTE: This information is now recorded in the Public Index Card File (00200) and Sustain (04491), 1978 to Present schedule. *Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation. |
|               | <b>Access Restrictions</b>                                                                                  | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|               | <b>Contents</b>                                                                                             | Series contains: Style of case, date, case/bundle/box number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|               | <b>Retention and Disposition</b>                                                                            | Retain in Clerk's Office or transfer to the State Archives Center. NOTE: A copy of the index must accompany the case files (02173) when transferred to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>02175</b>  | <b>Transcripts of Appealed Cases</b>                                                                        | Closed Series: This series documented information related to case files in the process of being appealed. The information consisted of depositions of witnesses, statements of attorneys/judges, and other information recorded by the court stenographer. The information was used by attorneys to prepare for appeals and appellate judges in deciding whether or not to grant the appeal. The series was created from county formation through December 1977, when the present court system was created. NOTE: This information is now recorded in the Audio/Video Recordings of Appealed Cases (04212), 1978 to Present schedule. *Circuit Courts were created in 1803. The earliest dates vary due to county creation.                                                                                                                                                      |
|               | <b>Access Restrictions</b>                                                                                  | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|               | <b>Contents</b>                                                                                             | Series contains: Depositions, attorney's names, defendant/plaintiff names, orders, motions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Retention and Disposition</b>                                                                            | Retain in Clerk's Office or transfer to the State Archives Center. NOTE: Duplicate copies shall be destroyed prior to the transfer to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>02176</b>  | <b>Grand Jury Indictments</b>                                                                               | Closed Series: This series documented that the Grand Jury was convinced there was enough information/evidence to believe the accused may have committed a crime. The indictment was then returned to the Circuit Court against the accused person in order for a criminal hearing to begin. The indictment recorded the charge and other information related to the commission of the crime. As some early indictments were destroyed, the Order Books (02168) retain the only related information available. But, in most cases, the indictment was included and made part of the Criminal case file (02173). NOTE: This series is now retained in the Individual Case Files, (00202), 1978 to Present schedule. *Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.                                                    |
|               | <b>Access Restrictions</b>                                                                                  | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|               | <b>Contents</b>                                                                                             | Series contains; Name of accused, offense, date and place committed, signature of the commonwealth attorney and jury foreman, date and number of indictment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|               | <b>Retention and Disposition</b>                                                                            | Retain in Clerk's Office or transfer to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>02177</b>  | <b>Index to Indictments</b>                                                                                 | Closed Series: This series documented the information necessary to access Grand Jury Indictments (02176). It furnishes the bundle, box, or indictment number (dependant on filing system used) needed to locate a specific indictment. Without the index, most indictments would be inaccessible. NOTE: This series is now included in the Public Index Card File (00200) and Sustain (04491), 1978 to Present schedule. *Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.                                                                                                                                                                                                                                                                                                                                             |
|               | <b>Access Restrictions</b>                                                                                  | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|               | <b>Contents</b>                                                                                             | Series contains: Name of defendant, offense committed, box/bundle/indictment number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|               | <b>Retention and Disposition</b>                                                                            | Retain in Clerk's Office or transfer to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b> | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02178</b>  | <b>Coroner's Inquests</b>            | <p>Closed Series: This series documented information related to the investigation of suspicious deaths. The coroner took into his possession, for the purpose of examination any objects, medical specimens, or articles which was felt may be helpful in determining the cause of death. If the coroner felt the death was caused by some criminal act, he would subpoena six jurors to weigh the evidence and prepare an opinion. If the death of the decedent was determined to have been caused by a criminal act, the inquest (opinion) was returned to the Circuit Court for criminal prosecution. NOTE: This series is now retained in the Individual Case Files - Criminal (00202), 1978 to Present Schedule. *Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.</p> <p><b>Access Restrictions</b> Agencies should consult legal counsel regarding open records matters.</p> <p><b>Contents</b> Series contains: County; certification of investigation and date; decedent's name, age, and address (if known); coroner's opinion of cause of death (whether natural, accidental, homicide, suicide, or undetermined); opinion of jury; signatures of jury members and coroner</p> <p><b>Retention and Disposition</b> Retain in Clerk's Office or transfer to the State Archives Center</p> |
| <b>02179</b>  | <b>Minute Books</b>                  | <p>Closed series: This series was prepared by the Circuit Clerks to record minutes of proceedings of court at each daily session. Judges and attorneys used the information to refamiliarize themselves with previous actions within a case. Entries include dates of sessions, names of plaintiffs/defendants and their attorneys, nature of actions, and certification of Circuit Clerks. *Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.</p> <p><b>Access Restrictions</b> Agencies should consult legal counsel regarding open records matters.</p> <p><b>Contents</b> Series contains: Date of sessions, name of plaintiffs/defendants and their attorneys, nature of action, certification of Circuit Clerks</p> <p><b>Retention and Disposition</b> Retain permanently only when no Order Books or Case Files exist. Destroy remainder</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>02180</b>  | <b>Memorandum Books</b>              | <p>Closed Series: This series recorded memoranda from attorneys to the Circuit Court clerks that resulted in an action by the clerks. Among the most common were complaints/petitions and exhibits being filed and the issuance of legal process instruments on cases to be heard before the Circuit Court. Entries included: date entered, term of court, style of case, nature of memorandum, and signature of attorney. With this information, judges, attorneys, and clerks could check the accuracy and promptness of filing. *Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.</p> <p><b>Access Restrictions</b> Agencies should consult legal counsel regarding open records matters.</p> <p><b>Contents</b> Series contains: Date entered, term of court, style of case (plaintiff/defendant), nature of memorandum, attorney's signature</p> <p><b>Retention and Disposition</b> Retain permanently only when no Order Books or Case Files exist. Destroy remainder</p>                                                                                                                                                                                                                                                                                                                    |

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**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>                                                                                                                                                                                                                                                  | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02181</b>  | <b>Record of Probation Book - (Contains defendant name and address, race, age, sex, charge, date of conviction, order book and page number, sentence, date of probation, order book and page number, probation set aside, order book and page number, recommitment date, remarks)</b> | Closed Series: This series documented information related to the probations for defendants in criminal cases. It was used as a quick reference tool for the court, furnishing information related to the conviction and probation of defendants, and terms of probation. It also documented if probation was discontinued, violated, or exalted. NOTE: Indexes may or may not have been created and, if created, may or may not exist at the present time. NOTE: This information is now recorded in the Individual Case Files - Criminal (00202), 1978 to Present schedule. **Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.                                                                          |
|               | <b>Access Restrictions</b>                                                                                                                                                                                                                                                            | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|               | <b>Contents</b>                                                                                                                                                                                                                                                                       | Series contains: Case number, name of defendant, address, race, sex, age, charge, date of conviction, Order Book and page number recording conviction, sentence, date of probation, Order Book and page number recording the order of probation, recommitment date, remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|               | <b>Retention and Disposition</b>                                                                                                                                                                                                                                                      | Retain permanently only when no Order Books or Case Files exist. Destroy remainder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>02182</b>  | <b>Exhibits</b>                                                                                                                                                                                                                                                                       | Closed Series: This series documented the physical evidence used to support trial testimony. An exhibit is any item produced/exhibited during a trial/hearing as proof of facts. In some cases, the material became part of the Case File (02173) and is received by the Department for Libraries and Archives as case files are received. Some exhibits have museum or archival value and need to be evaluated prior their disposition. Others include weapons and contraband which are transferred to the Department for State Police for disposition. NOTE: This information is now maintained in series 00203, Exhibits, 1978 to Present schedule. *Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation. |
|               | <b>Access Restrictions</b>                                                                                                                                                                                                                                                            | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|               | <b>Contents</b>                                                                                                                                                                                                                                                                       | Series contains: Items produced/exhibited during a trial/hearing as proof of facts and, in some instances, made part of the case file                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|               | <b>Retention and Disposition</b>                                                                                                                                                                                                                                                      | Destroy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>02183</b>  | <b>Stenographic Tapes - Shorthand Books - Notes</b>                                                                                                                                                                                                                                   | Closed Series: This series documented the court proceedings in each case heard by the Circuit Court and was prepared by court reporters. It documented the statements of witnesses, attorneys, judges, and parties involved in the case file. The information was needed for the preparation of transcripts for appealed cases. NOTE: This information is now mainly recorded in series 04009, Audio/Video Recordings of Civil Proceedings and series 04010, Audio/Video Recordings of Criminal Proceedings, 1978 to Present schedule. There are still a few counties that have court reporters. *Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.                                                       |
|               | <b>Access Restrictions</b>                                                                                                                                                                                                                                                            | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|               | <b>Contents</b>                                                                                                                                                                                                                                                                       | Series contains: Presiding judge, case number, style of case, plaintiff/defendant's attorney, date recorded, speaker's name and statements, name of witness                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|               | <b>Retention and Disposition</b>                                                                                                                                                                                                                                                      | Destroy five years after final disposition of case                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>                                                                                                            | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02184</b>  | <b>Transcripts of Execution Books</b>                                                                                                           | Closed Series; This series documented the executions issued by the Circuit Clerk and forwarded to the Sheriff to be delivered. The sheriff was to try to collect payment for the amount of judgment rendered in the Circuit Court. If necessary, this included the selling of property of the party against whom the judgment was rendered. It also documented whether or not and how a judgment was satisfied. Note: This series is now included in series 04491, Sustain, and 00202, Individual Case Files, 1978 to Present schedule.                                                                                                                                                                    |
|               | <b>Access Restrictions</b>                                                                                                                      | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|               | <b>Contents</b>                                                                                                                                 | Series contains: County of origin, parties for whom the judgment was rendered and against, amount of judgment, date of execution, sheriff's return                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|               | <b>Retention and Disposition</b>                                                                                                                | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>02185</b>  | <b>Unbound or Duplicate Legal Process Instruments - (May include subpoenas, summonses, executions, bench warrants, capias pro fines, fifas)</b> | Closed Series: This series documented warrants of arrests, which were issued by the Circuit Court for persons accused of law violations. Executions issued on judgments rendered in Circuit Court are also included in this series. Subpoenas and summonses are a part of this series and relate to the Sheriff serving people for appearances in court for cases set for trial before the Circuit Court. It was also necessary for the Sheriff to serve the warrants and executions to the person named in the instrument for arrest and/or to try to have judgments satisfied. Note: This series is now included in series 04491, Sustain, and 00811, Criminal Complaint File, 1978 to Present schedule. |
|               | <b>Access Restrictions</b>                                                                                                                      | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|               | <b>Contents</b>                                                                                                                                 | Series contains: Date of issue, Circuit Clerk's signature, Sheriff's return and date, person subpoenaed/summoned for appearance, style of case, case number, debt, interest, credit, cost, date of judgment rendered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Retention and Disposition</b>                                                                                                                | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>03952</b>  | <b>Complete Records Book - (Covers the period 1803 - 1831)</b>                                                                                  | Closed series: This series documented any and all activities involved in the process of settling land disputes which were linked to probate cases. Since the possibility of documents being separated from the case file exists, this series may contain the most complete information available for the suits recorded. The information included in this series may be used as a genealogical source. Note: This series may or may not be located in all counties. It is still referenced, along with case files, in the Clerk's Office. *Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.                                                      |
|               | <b>Access Restrictions</b>                                                                                                                      | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|               | <b>Contents</b>                                                                                                                                 | Series contains: Surveys, plats, survey reports, execution returns, declarations, judgments/decrees, relevant deeds were recorded in their entirety, depositions, magistrate's certification of depositions taken, certified copies of wills                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|               | <b>Retention and Disposition</b>                                                                                                                | Retain permanently.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION

Archives and Records Management Division

Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS  
RETENTION SCHEDULE

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

Record Group  
Number  
0640A

| Series | Records Title and Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Function and Use                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02214  | <p><b>Trustee of the Jury Fund Report of Fines and Forfeitures - (Details each fine and forfeiture since last report, when and from whom it was received (circuit clerk, county judge, sheriff, justice of the peace, constable), and which fines imposed by inferior courts entitled the county attorney to a commission. Prepared at the end of each term and submitted to the circuit judge. Report certified by trustee of the jury fund, circuit judge, and commonwealth's attorney (or county attorney in his absence)</b></p> | <p>Closed Series: This series documented reports made by the trustee of the jury fund to the Commonwealth of fines and forfeitures received. It was prepared at the end of each term of court and submitted to the circuit judge. The reports detailed each fine and forfeiture since the previous report and recorded when and from whom it was received (circuit clerk, county judge, sheriff, justice of the peace). The report also recorded which fines imposed by lower courts entitled the county attorney to a commission. The reports were certified by the trustee of the jury fund, circuit judge, and commonwealth's attorney. In the absence of the commonwealth attorney, the county attorney signed the certification. Note: Indexes may or may not have been created and, if created, may or may not exist at the present time. Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.</p> |
|        | <b>Access Restrictions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|        | <b>Contents</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Series contains: Date of report, itemized list of collections, date of each entry, from whom received, on what account, total collected, signature of trustee of the jury fund, commonwealth or county attorney, date report examined and approved by the circuit court, signature of circuit judge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|        | <b>Retention and Disposition</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Destroy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| <b>Series</b> | <b>Records Title and Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02215         | <b>Trustee of the Jury Fund Settlement of Accounts with the State - (Details money, other than fines and forfeitures, received since last report, stating the sums received from each officer (circuit clerk, county clerk, county judge, and others), when paid and on what account, and what sums were paid out, to whom, and on what account. Prepared at the end of each term and submitted to the circuit judge. Report certified by the trustee of the jury fund, circuit judge, and commonwealth's attorney (or by the county attorney in his absence)</b> | Closed Series: This series documented information necessary for settlement of accounts with the state for all money collected or disbursed, other than fines and forfeitures. It detailed money received since the previous report and recorded sums received from each officer (circuit clerk, county clerk, county judge, etc.), when paid and what account. It also documented money disbursed, which included the sums paid out, to whom, and on what account. The reports were prepared at the end of each term of court and forwarded to the circuit judge. The trustee of the jury fund, circuit judge and the commonwealth attorney certified the reports. In the absence of the commonwealth attorney, the county attorney signed the certification. Note: Indexes may or may not have been created and, if created, may or may not exist at the present time. Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation. |
|               | <b>Access Restrictions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|               | <b>Contents</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Series contains: Date of report, itemized list of collections, date of each entry, from whom received, on what account, total collected, signature of trustee of the jury fund and commonwealth or county attorney, date reports examined and approved by circuit court, signature of the judge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|               | <b>Retention and Disposition</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Destroy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



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| <b>Series</b> | <b>Records Title and Description</b>                                                                                                                                                                                                                                                                                                                                                       | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02216         | <p><b>Trustee of the Jury Fund Judgment Book - (Details correct list of all judgments on behalf of the Commonwealth, names of defendants, amount of judgments, when rendered, and record of collection)</b></p> <p><b>Access Restrictions</b></p> <p><b>Contents</b></p> <p><b>Retention and Disposition</b></p>                                                                           | <p>Closed Series: This series documented financial judgments rendered in favor of the Commonwealth against defendants in criminal cases. It documented the amount of judgment and when the amount of judgment was received. Note: Indexes may or may not have been created and, if created, may or may not exist at the present time.</p> <p>Agencies should consult legal counsel regarding open records matters.</p> <p>Series contains: Names of defendants, amount of judgment, date judgment was rendered, amount and date of money received</p> <p>Destroy after audit</p>                                                                                                                                                |
| 02217         | <p><b>Trustee of the Jury Fund Cash Receipts Book - (An accounting of taxes on suits, fines and forfeitures, and other money received. Details from whom money was received, on what account, amount, and date, and amount of payment into the state treasury - Monthly or daily)</b></p> <p><b>Access Restrictions</b></p> <p><b>Contents</b></p> <p><b>Retention and Disposition</b></p> | <p>CLOSED SERIES. This series documented information prepared by the Trustee of the Jury Fund to record cash received. The series accounted for cash received for taxes on suits, fines and forfeitures, and any other money collected. The date and amount of payments to the state treasury were recorded in this series. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time.</p> <p>Agencies should consult legal counsel regarding open records matters.</p> <p>type of receipt (taxes on suits, fines and forfeitures, etc.), from whom money was received, on what account, amount, date, amount of payment into the state treasury</p> <p>Destroy after audit</p> |

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Circuit Court  
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| <b>Series</b> | <b>Records Title and Description</b>                                                                                                                                                                                                                                                                                                                | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02218         | <p><b>Trustee of the Jury Fund Cash Expenditure Book - (Details date, name of person paid, account or reason for payment, and amount - Monthly or daily)</b></p> <p><b>Access Restrictions</b></p> <p><b>Contents</b></p> <p><b>Retention and Disposition</b></p>                                                                                   | <p>CLOSED SERIES. This series documented the expenditures of the Trustee of the Jury Fund. It recorded the amount paid, purpose for payment, and persons receiving the payment. This information was necessary for auditing purposes. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time.</p> <p>Agencies should consult legal counsel regarding open records matters.</p> <p>date, name of person paid, account or reason for payment, and amount</p> <p>Destroy after audit</p>                                                                                                                                                                                   |
| 02219         | <p><b>Register or Record of Fines and Forfeitures - (Records style of suit, amount of judgment, term at which rendered, date of execution, return day, to whom delivered, costs, date of re-issue, number, amount of execution, and costs)</b></p> <p><b>Access Restrictions</b></p> <p><b>Contents</b></p> <p><b>Retention and Disposition</b></p> | <p>CLOSED SERIES. This series documented fines and forfeitures assessed in criminal cases tried before the Circuit Court. It documented the amounts assessed, when assessed, when and how satisfied, and was used as an accounting document by the Circuit Clerks. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time.</p> <p>Agencies should consult legal counsel regarding open records matters.</p> <p>style of case, amount of judgment/fine forfeiture, term of court, filing cost, witness names, commonwealth/county attorney fees, sheriff's costs, clerk costs, amount paid to Trustee of the Jury Fund, Receipts, remarks</p> <p>Destroy after audit</p> |

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| <b>Series</b> | <b>Records Title and Description</b>                                                                                                                                                                                                                                                                                                                                                      | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02221         | <b>Circuit Judge Report to Auditor of Public Accounts of Taxes and Other Money Collected - (Details from which officers (Circuit Clerk, County Clerk, County Judge, Justice of the Peace, Constable, Criminal Court Clerk, Court of Common Pleas Clerk) money was received, for what it was received, and when. Prepared at end of each term of Circuit Court and certified by Judge)</b> | CLOSED SERIES. This series documented money received by officers of the local government. It was prepared at the end of each term of circuit court and certified by the Circuit Judge. This information was forwarded to the Auditor of Public Accounts for inspection and was used for audit purposes. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time.                                                                                                           |
|               | <b>Access Restrictions</b>                                                                                                                                                                                                                                                                                                                                                                | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|               | <b>Contents</b>                                                                                                                                                                                                                                                                                                                                                                           | details from which officer money was received ( circuit clerk, county clerk, county judge, justice of the peace, and etc.), why and when money was received                                                                                                                                                                                                                                                                                                                                                                  |
|               | <b>Retention and Disposition</b>                                                                                                                                                                                                                                                                                                                                                          | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 02222         | <b>Circuit Clerk Report to Circuit Judge of Taxes and other Money Collected - (Details what money was received for, and date - Prepared at the end of each term)</b>                                                                                                                                                                                                                      | CLOSED SERIES. This series documented the receiving of money by the Circuit Clerks. It was completed at the end of each term of circuit court and used to prepare the Circuit Judge Report to Auditor of Public Accounts of Taxes and Other Money Collected (SN 02221). This series assisted in the completion of state audits, by providing additional information for the Circuit Judge's Report, if necessary. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. |
|               | <b>Access Restrictions</b>                                                                                                                                                                                                                                                                                                                                                                | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|               | <b>Contents</b>                                                                                                                                                                                                                                                                                                                                                                           | details what money was received for, amount and date received                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Retention and Disposition</b>                                                                                                                                                                                                                                                                                                                                                          | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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Number  
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| <b>Series</b> | <b>Records Title and Description</b>                                                                                                                  | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02223         | <b>County Clerk Report to Circuit Judge of Taxes and other Money Collected - (Details what money was received for and date - Prepared tri-yearly)</b> | CLOSED SERIES. This series documented the receiving of money by the County Clerks. It was prepared tri-yearly and used to prepare the Circuit Judge Report to Auditor of Public Accounts of Taxes and Other Money Collected (SN 02221). This series assisted in completion of State audits, by providing additional information for the Circuit Judge's Report, if necessary. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time.                                                                                                                                                                                                                                                                                        |
|               | <b>Access Restrictions</b>                                                                                                                            | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|               | <b>Contents</b>                                                                                                                                       | details what money was received for, amount and date received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|               | <b>Retention and Disposition</b>                                                                                                                      | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 02224         | <b>Report to Circuit Clerk of Fines and Forfeitures Imposed by Lower Court</b>                                                                        | CLOSED SERIES. This series documented the Fines and Forfeitures imposed and collected by the lower courts (Quarterly, County, City/Police, and etc.). The Circuit Clerks used this information to prepare their Report of Fines and Forfeitures to the Department of Finance and Settlement of Accounts with the State (SN 02225). This series assisted in the completion of state audits, by providing additional information for the Circuit Clerks' Report if necessary. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time.                                                                                                                                                                                          |
|               | <b>Access Restrictions</b>                                                                                                                            | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|               | <b>Contents</b>                                                                                                                                       | style of case, amount of fine or forfeiture, term of court, sheriff's cost, when received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Retention and Disposition</b>                                                                                                                      | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 02225         | <b>Circuit Clerk Report of Fines and Forfeitures to the Department of Finance (1935-1978) and Settlement of Accounts with the State</b>               | CLOSED SERIES. This series documented that fines and forfeitures were imposed and collected by the courts, and recorded the settlement relating to the payments of jurors. The settlements were copied and certified to the Commissioner of Finance. The Fines and Forfeitures portion of this record lists each case and costs. The report was prepared by the Circuit Clerk and examined and certified by the Circuit Judge and the Commonwealth Attorney. In the absence of the Commonwealth Attorney, the County Attorney signed the certification. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. **Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation. |
|               | <b>Access Restrictions</b>                                                                                                                            | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|               | <b>Contents</b>                                                                                                                                       | juror information (number of jurors and amount paid), defendant's name, Court in which collected, offense committed, whether or not County Attorney was present, date of collection, amount of fine, Commonwealth Attorney tax paid, County Attorney tax paid, County Judge tax paid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|               | <b>Retention and Disposition</b>                                                                                                                      | Destroy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 02226         | <b>Clerk's Record of Fines and Forfeitures</b>                                                                                                        | DELETE. This series is covered under Series number 02219 - Register or Record of Fines and Forfeitures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|               | <b>Access Restrictions</b>                                                                                                                            | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|               | <b>Contents</b>                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|               | <b>Retention and Disposition</b>                                                                                                                      | Destroy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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Circuit Court  
Fiscal Records

**Record Group  
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| <b>Series</b> | <b>Records Title and Description</b>                                                                                                                                                                                                                                                                                  | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02227         | <b>Circuit Clerk Record of Public Funds Collected or Received - (An accounting of taxes on suits, judgments, executions, and processes, and other public money received by the clerk for the state. Details from whom money was received, on what account, amount received, and date - Prepared by term of court)</b> | CLOSED SERIES. This series documented money received for the state by the Circuit Clerks. The information recorded was used as an accounting document and assisted in the preparation of the Receipts and Disbursements Ledger (SN 02236). *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. **NOTE: This series is now included in the Daily Closing Reports File (SN 00207), 1978 to Present Schedule.                                                                     |
|               | <b>Access Restrictions</b>                                                                                                                                                                                                                                                                                            | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|               | <b>Contents</b>                                                                                                                                                                                                                                                                                                       | taxes on suits, judgments, executions and processes, from whom money was received, what account, amount and date received                                                                                                                                                                                                                                                                                                                                                                                                             |
|               | <b>Retention and Disposition</b>                                                                                                                                                                                                                                                                                      | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 02228         | <b>Circuit Clerk Cash Receipts Book - (An accounting of taxes on suits, fines and forfeitures, and other money received. Details from whom was received on what account, amount, and date, and amount of payment into the state treasury - Monthly or daily)</b>                                                      | CLOSED SERIES. This series documented money received by the Circuit Clerk and paid to the state treasury. Fines and forfeitures were included in this series. The information recorded was used as an accounting document and assisted in the preparation of the Receipts and Disbursements Ledger (SN 02236). *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. **NOTE: This series is now included in the Daily Closing Reports File (SN 00207), 1978 to Present Schedule. |
|               | <b>Access Restrictions</b>                                                                                                                                                                                                                                                                                            | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|               | <b>Contents</b>                                                                                                                                                                                                                                                                                                       | taxes on suits, fines and forfeitures, from whom money was received, on what account received, amount and date received, amount of payment into the state treasury                                                                                                                                                                                                                                                                                                                                                                    |
|               | <b>Retention and Disposition</b>                                                                                                                                                                                                                                                                                      | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| <b>Series</b> | <b>Records Title and Description</b>                                                                                                           | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02229</b>  | <b>Circuit Clerk Cash Expenditure Book - (Details date, name of person paid, account or reason for payment, and amount - Monthly or Daily)</b> | CLOSED SERIES. This series documented the expenditures of the Circuit Clerk's office. The information recorded was used as an accounting document and assisted in the preparation of the Receipts and Disbursements Ledger (SN 02236). *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. **NOTE: This series is now included in the Bank Reconciliation File (SN 00210), 1978 to Present Schedule.                                                                          |
|               | <b>Access Restrictions</b>                                                                                                                     | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Contents</b>                                                                                                                                | date, name of person paid, account or reason for payment, amount paid                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Retention and Disposition</b>                                                                                                               | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>02230</b>  | <b>Jury Attendance Book</b>                                                                                                                    | CLOSED SERIES. This series documented that a person had served as a juror and recorded the days of service. It provided the information necessary for preparing payment for the juror and provided proof of service when jurors asked to be excused because they had served within a 12 month period. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. **NOTE: This series is now included in the Grand Jury Records (SN 00825), 1978 to Present Schedule.                 |
|               | <b>Access Restrictions</b>                                                                                                                     | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Contents</b>                                                                                                                                | name of jurors, days served, amount of payment allowed                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|               | <b>Retention and Disposition</b>                                                                                                               | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>02231</b>  | <b>Jury Receipt/Stub Book</b>                                                                                                                  | CLOSED SERIES. This series documented that a juror had served and was allowed to be paid for the number of days served. The certification was completed and recorded the amount of payment each juror was to receive. The stub portion of the book was completed and served as proof of payment for the Clerk's Office. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. **NOTE: This series is now included in the Ledger Card File (SN 00209), 1978 to Present Schedule. |
|               | <b>Access Restrictions</b>                                                                                                                     | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Contents</b>                                                                                                                                | name of juror, dates, number of days served, amount of payment                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Retention and Disposition</b>                                                                                                               | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>02232</b>  | <b>Witness Attendance Book</b>                                                                                                                 | CLOSED SERIES. This series documented that a person had served as a witness and recorded the days of service before the Circuit Court. It also recorded information necessary for figuring the amount witnesses were to be paid for their service. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time.                                                                                                                                                                        |
|               | <b>Access Restrictions</b>                                                                                                                     | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Contents</b>                                                                                                                                | date, name of parties, name of witness, for whom appearing, number of days served, amount of payment, mileage and tolls allowed                                                                                                                                                                                                                                                                                                                                                                                                      |
|               | <b>Retention and Disposition</b>                                                                                                               | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>                  | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02233</b>  | <b>Witness Attendance Receipt/Stub Book</b>           | CLOSED SERIES. This series documented that a witness had served and was allowed to be paid for the days served. The certificate was completed and given to the witness to show the amount of payment to be received. The stub portion of the book was completed as proof of payment for the Clerk's Office. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time.                                                                                                                                                                                                                                                                                                                                        |
|               | <b>Access Restrictions</b>                            | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|               | <b>Contents</b>                                       | style of case, name of witness, for whom appearing, date, number of days, mileage and tolls allowed, total amount to be paid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|               | <b>Retention and Disposition</b>                      | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>02234</b>  | <b>Annual Statement of Receipts and Disbursements</b> | CLOSED SERIES. This series documented the annual receipts and disbursements for the Circuit Clerk's Office. It was prepared from the information recorded in the Receipts and Disbursement Ledger (Sn 02236). This series was prepared annually and certified by the Circuit Court Clerk. *NOTE: This series is now included in the Journal Books (SN 00208), 1978 to Present Schedule. **Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.                                                                                                                                                                                                                                                          |
|               | <b>Access Restrictions</b>                            | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|               | <b>Contents</b>                                       | date, receipts and disbursements or account number, total receipts, total disbursements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Retention and Disposition</b>                      | Destroy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>02235</b>  | <b>Fee Book</b>                                       | Closed Series. This series recorded fees collected daily by the Clerk's Office, in relation to court cases. The entries were reported monthly to the Auditor of Public Accounts. A summary of these entries (1918-Present) can be found in the Audit of Local Government Agencies (04052-Auditor of Public Accounts Schedule). *Note: Since the present court system began (January 1, 1978), these entries are recorded in the Journal Books (00208-Post 1977 Circuit Clerk's Schedule). The Fee Books do not furnish actual fiscal status of the courts. They were used to verify payments necessary to place judgments into effect. Since many Fee Books were missing or otherwise unavailable, the practice was discontinued.                             |
|               | <b>Access Restrictions</b>                            | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|               | <b>Contents</b>                                       | Plaintiff/Defendant, clerk's fee, date, state tax, docket/filing fee, deposition fee, miscellaneous fees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|               | <b>Retention and Disposition</b>                      | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>02236</b>  | <b>Receipts and Disbursements Ledger</b>              | CLOSED SERIES. This series documented the amount of money received and disbursed for each account handled by the Circuit Court Clerk's office. The ledger was usually prepared on a monthly basis but in some counties, it appears to have been prepared weekly. It recorded what prompted each receipt and/or disbursement and was used to prepare the Annual Statement of Receipts and Disbursements (SN 02234). *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. **NOTE: This series is now included in the Monthly Departmental Memorandums (SN 00214), 1978 to Present Schedule. ***Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation. |
|               | <b>Access Restrictions</b>                            | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|               | <b>Contents</b>                                       | date, court of origin, total receipts or disbursements, account, action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Retention and Disposition</b>                      | Destroy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b> | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02237</b>  | <b>Daily Cash Check-out Sheets</b>   | CLOSED SERIES. This series documented the receipts and disbursements on a daily basis. It recorded the cash flow through the circuit court clerk's office for the day by furnishing information related to the account for which cash was received or disbursed. The information from this series was used to create the Receipts and Disbursements Ledger (SN 02236) and was retained to answer questions and assist with audits. *NOTE: This series is included in the Daily Closing Reports File (SN 00207), 1978 to Present Schedule.                                                                                                                                                                                                        |
|               | <b>Access Restrictions</b>           | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|               | <b>Contents</b>                      | on what account received, transaction amount, list of expenditures for each account                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|               | <b>Retention and Disposition</b>     | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>02238</b>  | <b>Monthly Cash Check-out Sheets</b> | CLOSED SEIES. This series documented the receipts and disbursements on a monthly basis. It recorded the cash flow through the Circuit Court Clerk's Office for the month. It furnished information related to the accounts for which cash was received or disbursed. The information from this series was useful in the creation of the Receipts and Disbursements Ledger (SN 02236) and was retained to assist in the completion of audits. *NOTE: This information is included in the Monthly Departmental Memorandums (SN 00214), 1978 to Present Schedule.                                                                                                                                                                                   |
|               | <b>Access Restrictions</b>           | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|               | <b>Contents</b>                      | Accounts on which money was received, Transaction amounts, List of each expenditure for each account                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|               | <b>Retention and Disposition</b>     | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>02240</b>  | <b>Boat License Records</b>          | CLOSED SERIES. This series documented the application for a certificate of registration and a certificate of title for motor boats. The application was completed when a motor boat was purchased or registration or title was needed to replace one that had been lost, stolen, or destroyed. Boat registrations were renewed yearly.                                                                                                                                                                                                                                                                                                                                                                                                           |
|               | <b>Access Restrictions</b>           | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|               | <b>Contents</b>                      | Seller: Name, Address; Motor Boat I D Section: KY No., Boat type, Hull ID #, Year, Make, Model, length, Hull Material, Motor Make, Year, Horsepower, Motor Serial #, Certification; Sellers signature, Attesting Officer's Signature/title; Lien Holder information: Name, Address, Certification                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Retention and Disposition</b>     | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>02241</b>  | <b>Operator's License Record</b>     | CLOSED SERIES. This series documented that an operator's license had been applied for. If the applicant was under 18 years of age, a parent or legal guardian had to furnish written approval before applicant was allowed to take the written examination. In order to obtain an operator's license, the applicant had to successfully complete a written examination and a road test. For the time between the completion of the written test and the road test, the applicant was issued a driver's permit, which allowed the applicant to legally drive on public highways as long as he or she was accompanied by a licensed driver. *NOTE: This series is now covered by the Driver's Licensing File - SN 00213, 1978 to Present Schedule. |
|               | <b>Access Restrictions</b>           | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|               | <b>Contents</b>                      | Receipts, driver's permits, copies of operator, motorcycle, and chauffeur licenses, Driver's Licenses contained name, age, birthdate, social security number, expiration date, date issued, restrictions, county of issuance, circuit clerk for the county of issuance                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|               | <b>Retention and Disposition</b>     | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>                                                  | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02242</b>  | <b>Duplicate Operator's License Record</b>                                            | CLOSED SERIES. This series documented that an operator's license had been applied for. If the applicant was under 18 years of age, a parent or legal guardian had to furnish written approval before applicants were allowed to take the written examination. In order to obtain an operator's license, the applicant had to successfully complete a written examination and a road test. For the time between the completion of the written test and the road test, the applicant was issued a driver's permit, which allowed the applicant to legally drive on public highways as long as he or she was accompanied by a licensed driver. *NOTE: This series is now covered by the Drivers Licensing File - SN 00213, 1978 to Present Schedule.                                                                    |
|               | <b>Access Restrictions</b>                                                            | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Contents</b>                                                                       | receipts, driver's permits, copies of operator, motorcycle, and chauffeur licenses, driver's licenses contained name, age, birthdate, social security number, expiration date, date issued, restrictions, county of issuance, circuit clerk for the county of issuance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|               | <b>Retention and Disposition</b>                                                      | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>02243</b>  | <b>Monthly Report of State Legal Process Tax (Copy is sent to KY Revenue Cabinet)</b> | CLOSED SERIES. This series documented the amount and account for which State Legal Process Taxes were collected by the Circuit Clerk's Offices. Also, it documented the amount of process taxes to be turned over to the state.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|               | <b>Access Restrictions</b>                                                            | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Contents</b>                                                                       | Amount of taxes collected, account taxes were collected on, monthly total for taxes collected for the state, clerk's certification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|               | <b>Retention and Disposition</b>                                                      | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>02244</b>  | <b>Monthly Report of Local Legal Process Fees</b>                                     | CLOSED SERIES. This series documented the amount and account of local legal process fees which were collected by the Clerk's Offices. Also, it documented the amount of legal process fees to be turned over to other county officials.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|               | <b>Access Restrictions</b>                                                            | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Contents</b>                                                                       | Amount and account for which local process fees were collected, monthly total collected, clerk's certification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Retention and Disposition</b>                                                      | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>02245</b>  | <b>Weekly Report - Driver's License</b>                                               | CLOSED SERIES. This series documented the number of licenses and permits issued by the respective circuit clerk's offices and the amount of fees collected. The report specified the types of fees collected and whether the license/permit was original, renewal, transfers, or add ons (motorcycle, chauffeur added on to an existing license). The report was strictly statistical information. *NOTE: This information is located in the Driver's Licensing File -SN 00213 - 1978 to Present Schedule for the years 1978 - present. This series was (prior to 1991) sent to Transportation Cabinet - Driver's Licensing, but after installation of the Kentucky Driver Information System, the Division of Driver's Licensing prepares the report and sends it to the Clerks Offices so entries can be verified. |
|               | <b>Access Restrictions</b>                                                            | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Contents</b>                                                                       | Court of origin, statistical information related to the type of license/permits issued, types of fees collected and amount, circuit clerk's certification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|               | <b>Retention and Disposition</b>                                                      | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>                           | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02246</b>  | <b>Report to Judicial Council on Status of Judicial Docket</b> | CLOSED SERIES. This series documented the status of the judicial docket for the county of origin. It was a statistical report which informed the council as to how many cases were filed, remained pending, and were completed in the Circuit Court. Some reports documented the filings of orders, petitions, legal process instruments served, etc. The information was used by the council in determining if additional staff was needed (judges and deputy clerks). This report is now included in the statistics prepared by the Administrative Office of the Courts. |
|               | <b>Access Restrictions</b>                                     | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|               | <b>Contents</b>                                                | number of cases filed, cases pending, cases completed, court of origin, signature of the clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|               | <b>Retention and Disposition</b>                               | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>02248</b>  | <b>Fee Bills</b>                                               | CLOSED SERIES. This series documented that costs had been calculated for services rendered through the court system. The costs included filing fees, copies, and services provided by sheriff/commonwealth attorney. *NOTE: This series is now covered by SN 00207, Daily Closing Reports File, 1978 to Present Schedule.                                                                                                                                                                                                                                                  |
|               | <b>Access Restrictions</b>                                     | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|               | <b>Contents</b>                                                | services rendered, account, amount, date, clerk's signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Retention and Disposition</b>                               | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>02249</b>  | <b>Claims</b>                                                  | CLOSED SERIES. This series documented the claims that were ordered paid, by the Circuit Judge. Claims involved the payments for services which included witnesses, jurors, jailers, sheriffs, and county judges (for presiding over examining trials). Claims were not limited to the services mentioned, but those mentioned are the most common. *NOTE: This series is now included in SN 00215, Budget Allotment File, 1978 to Present Schedule.                                                                                                                        |
|               | <b>Access Restrictions</b>                                     | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|               | <b>Contents</b>                                                | name of person to be paid and for what service, amount to be paid, order of payment, circuit clerk and circuit judge's signatures, date payment was ordered                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Retention and Disposition</b>                               | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>02250</b>  | <b>Lists/ Report/ Register of Claims Allowed</b>               | CLOSED SERIES. This series documented a list of claims allowed and summarized information from the claims, SN 02249. It consistently recorded the name of the claimant, amount of claim, and circuit clerk's signature. In some cases, the series lists the service and copy of order to pay. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. **NOTE: This series is now included in SN 00215, Budget and Allotment File, 1978 to Present Schedule.                                                             |
|               | <b>Access Restrictions</b>                                     | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|               | <b>Contents</b>                                                | name of person to be paid, amount to be paid, date, county of origin, clerk's signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|               | <b>Retention and Disposition</b>                               | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b> | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02338</b>  | <b>Minute Books</b>                  | Closed series. This series summarized the proceedings of court at each daily session. It was prepared by the Clerks of the Juvenile Courts or their designee. Judges/attorneys used this information to refamiliarize themselves with previous actions within a case.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|               | <b>Access Restrictions</b>           | Authority of the Chief Justice. Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|               | <b>Contents</b>                      | Date of sessions, names of plaintiffs/defendants and their attorneys, nature of action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|               | <b>Retention and Disposition</b>     | Retain in Clerk's Office or transfer to the State Archives Center when no Order Books exist. Destroy remainder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>02339</b>  | <b>Juvenile Court Cases</b>          | Closed Series. This series documented recorded legal information necessary for the courts to render decisions in cases involving juveniles. These cases consisted of the following: 1/ Status Offenses (beyond parental control, runaway, truancy) 2/ Delinquent Offenses (charges that would be a crime if child was an adult) 3/ Dependency (Children that are dependent because of neglect or abuse) 4/ Non-Support (Criminal cases that prosecute absent parents for not supporting their children) 5/ Paternity (cases that deal with the determination of paternity and the ordering of child support. Juvenile cases were dealt with by the court without a jury present. Only the immediate family/guardians, witnesses, the probation worker with direct interest in the case, persons the judge found to have a direct interest in the case or the work of the court, and persons agreed upon by the child and his attorney were admitted to the hearings. Juvenile case files are confidential and can be viewed by the child or parent only, unless ordered by the court for good cause. Any child who has been adjudicated in juvenile court may petition the court for the expungement of his/her juvenile court record, pursuant to the terms of KRS 610.330. *Since the present court system began (January 1, 1978), this information has been recorded in the Juvenile Case Files (00197) as listed on the District Court Schedule. **These references are usually within the first ten years and are usually to file papers dealing with restitutions or expungements. |
|               | <b>Access Restrictions</b>           | Authority of Chief Justice. Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|               | <b>Contents</b>                      | Complaints, certificates, orders, divorce decrees, legal process instruments, motions, wage assignments, contempt rule, default judgments, summary judgments, judgments, termination of wage assignments, answers, IV-A records, IV-D records, blood test results, conditional discharge, agreement to defer prosecution, recall arrest warrant, interrogatives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|               | <b>Retention and Disposition</b>     | Retain paternity cases permanently or transfer to the State Archives Center. Destroy all other juvenile cases when child is twenty-three years of age                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>02340</b>  | <b>General Index to Cases</b>        | Closed Series. This series provides essential information to access the Juvenile Court Cases (02339). *Note: Since the present court system began (January 1, 1978), this information has been recorded in the Index Card File (00196), 1978 to Present Schedule.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|               | <b>Access Restrictions</b>           | Authority of Chief Justice. Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|               | <b>Contents</b>                      | Names of the defendant/plaintiff, case number, date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Retention and Disposition</b>     | Retain in Clerk's Office or transfer to the State Archives Center. Note: A copy of the General Index to Cases must accompany case files (02339) when transferred to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>02341</b>  | <b>Juvenile Cases Card Index</b>     | Closed series. This series provides essential information to access the Juvenile Court Cases (02339). *Note: Since the present court system began (January 1, 1978), this information has been retained in the Index Card File (00196), 1978 to Present Schedule.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|               | <b>Access Restrictions</b>           | Authority of Chief Justice. Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|               | <b>Contents</b>                      | Names of plaintiff/defendant, case number, date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|               | <b>Retention and Disposition</b>     | Retain Paternity Index Cards permanently and transfer to the State Archives Center when case files are transferred. Destroy all other juvenile cards when case files are destroyed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>   | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02342</b>  | <b>Juvenile Court Order Books</b>      | Closed series. This series recorded orders, motions and judgments rendered through the juvenile courts. The Order Books serve as a security backup to Case Files (02339), in the event of loss, theft or damage. *Note: Indexes may or may not have been created, and if created, may or may not exist at the present time. **Note: Since the present court system began (January 1, 1978), this information has been retained (in a summary form) in the Individual Case Docket Sheets (00813), 1978 to Present Schedule.                                                                                                                                                                            |
|               | <b>Access Restrictions</b>             | Authority of Chief Justice. Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|               | <b>Contents</b>                        | Orders, Motions, Judgments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|               | <b>Retention and Disposition</b>       | Retain in Clerk's Office or transfer to the State Archives Center. Note: A copy of the Juvenile Court Order Books must accompany the case files (02339) when transferred to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>02343</b>  | <b>Adult Division Cases</b>            | Closed Series. This series documented the legal process, orders, motions, and decisions rendered in juvenile cases related to an adult knowingly and willingly encouraging, aiding, causing, or abetting to the conditions which render a child dependant, neglected or delinquent. The file contains the original of all proceedings, the investigative report, officer's statement and recommendation. Some files contain the defendant's personal history, previous police record and information related to family and relatives. *Note: Since the present court system began (January 1, 1978), this information has been retained in the Juvenile Case Files (00197), 1978 to Present Schedule. |
|               | <b>Access Restrictions</b>             | Authority of Chief Justice. Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|               | <b>Contents</b>                        | Family & relative information, previous police record, personal history, legal process instruments, policeman's statements & recommendations, investigative reports, orders, motions, bonds, support orders                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|               | <b>Retention and Disposition</b>       | Retain paternity cases permanently or transfer to the State Archives Center. Destroy all other cases when child is twenty-three years of age. Note: A copy of the Card Index (02344) and Order Books (02345) must accompany cases when transferred to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>02344</b>  | <b>Adult Division Cases Card Index</b> | Closed Series. This series provides essential information to access the Adult Division Cases (02343). *5 rolls. **Note: Since the present court system began (January 1,1978), this information is retained in the Individual Card File (00196), 1978 to Present Schedule.                                                                                                                                                                                                                                                                                                                                                                                                                            |
|               | <b>Access Restrictions</b>             | Authority of Chief Justice. Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|               | <b>Contents</b>                        | Names of defendant, case number, date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|               | <b>Retention and Disposition</b>       | Retain Paternity actions permanently or transfer to the State Archives Center. Note: A copy of the Index must accompany the Adult Division cases (02343) when transferred to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>02345</b>  | <b>Adult Division Order Books</b>      | Closed Series. This series recorded the decisions, orders, judgments and motions rendered by the juvenile courts in relation to the Adult Division Cases (02343). It serves as a security backup to the cases in the event of loss, theft or damage. Note: Since the present court system began (January 1, 1978), this information has been retained in summary form in the Individual Case Docket Sheets (00813), 1978 to Present Schedule.                                                                                                                                                                                                                                                         |
|               | <b>Access Restrictions</b>             | Authority of Chief Justice. Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|               | <b>Contents</b>                        | Orders, Motions, judgments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|               | <b>Retention and Disposition</b>       | Retain in Clerk's Office or transfer to the State Archives Center. Note: A copy of the Adult Division Order Books must accompany the Adult Division cases (02343) when transferred to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b> | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02346</b>  | <b>Juvenile Court Dockets</b>        | Closed Series. This series recorded the prepared list (docket) of cases set for trial at each term of court for use by the judges/attorneys during the court term. It was prepared by the Clerk of the Court. Through the docketed information, the judges/attorneys could know which cases were set for trial and when. In addition, they would have access to information such as; last entry in case (summary & date), style of case and remarks. In some indexing systems, dockets are an essential link in locating Case File (02339) and Order Book (02342) references. *Note: Since the present court system began (January 1, 1978), this information has been retained in the Individual Case Docket Sheets (00813), 1978 to Present Schedule. |
|               | <b>Access Restrictions</b>           | Authority of Chief Justice. Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Contents</b>                      | Case numbers, plaintiff/defendant names, attorneys, date, summarized information (Motions, orders and judgments)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|               | <b>Retention and Disposition</b>     | Retain where Order Books or Case Files do not exist, or when Dockets are an essential link in locating Case File and Order Book references. Destroy remainder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>02347</b>  | <b>Adult Division Dockets</b>        | Closed Series. This series recorded a list (docket) of Adult Division Cases (02343) set for trial before the juvenile courts. Through the docketed information, the judges/attorneys could know which cases were set for trial and when. In addition, they would have access to such information as; dates, term of court, case number, and remarks. The Clerks used the dockets to create the Index to the Case Files (02344). In some indexing systems, the dockets are an essential link in locating cases and Order Book entries.                                                                                                                                                                                                                   |
|               | <b>Access Restrictions</b>           | Authority of Chief Justice. Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Contents</b>                      | dates, term of court, case numbers, style of case, attorneys, returns on process, steps at present term, judgment rendered (summary)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|               | <b>Retention and Disposition</b>     | Retain where Order Book or Case Files do not exist, or when Dockets are an essential link in locating Case File and Order Book references. Destroy remainder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Records Title<br/>Series and Description</b> | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02294 Order Books</b>                        | CLOSED SERIES. This series recorded the orders and judgments rendered in Magistrate's or Justice of the Peace Courts which began prior to statehood (1780's). The Order Book contains both civil and criminal entries, until the late 1800's (dates vary by county). After that time, Civil Order Books and Criminal Order Books were created to contain separate entries. The Magistrate or Justice of the Peace Courts handled civil cases up to \$500.00 and criminal cases, with penalties of up to 12 months in jail or \$500.00 fine. Both courts were replaced by District Court January 1, 1978. Any cases pending at that time were transferred to District Court. *Note: Indexes may or may not have been created, and if created, may or may not exist at the present time. **Note: This series hasn't been created since January 1, 1978, when the Court System changed. |
| <b>Access Restrictions</b>                      | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Contents</b>                                 | style of case, order, judgment, term of court, county of origin, Magistrate or Justice of the Peace signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Retention and Disposition</b>                | Retain in Clerk's Office or transfer to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>02296 Docket Books</b>                       | CLOSED SERIES. This series recorded a list (docket) of cases set for trial before the Magistrate's/Justice of the Peace Courts which began prior to statehood (1780's). The docket was prepared by clerks or by the justices in areas where clerks were not available. Through use of the dockets, justices would have information relating to cases set for trial such as: term of court and date, case number, last order in case (summary), plaintiff/defendant's name, judgment rendered, and remarks. In some instances, Docket Books are an essential link in locating Order Book references.                                                                                                                                                                                                                                                                                  |
| <b>Access Restrictions</b>                      | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Contents</b>                                 | dates set for trial, terms of court, case numbers, last order in cases (summary and date) plaintiffs/defendants and their attorneys, return on process, term, remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Retention and Disposition</b>                | Retain permanently when no Order Books exist or when Dockets are an essential link in locating Order Book references. Destroy remainder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>02299 Case Files</b>                         | Closed series. This series documented all legal process, orders, and judgments rendered in Magistrate or Justice of the Peace cases. Magistrate or Justice of the Peace case files were of the lowest level for both civil and criminal natures. The Courts handled civil matters up to \$500.00 and criminal up to 12 months in jail or a \$500.00 fine. Magistrate or Justice of the Peace Courts were replaced by District Courts January 1, 1978, when the court system changed. Any pending cases at the time of change were transferred to District Court.                                                                                                                                                                                                                                                                                                                     |
| <b>Access Restrictions</b>                      | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Contents</b>                                 | complaints, summonses, garnishments, answers, judgments, petitions of writs of forcible detainer, complaint of writs of forcible detainer, notice to vacate, warrant of restitution, correspondence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Retention and Disposition</b>                | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>02300 Warrants of Arrest Register</b>        | Closed Series. This series documented that warrants of arrest had been issued and whether or not they were executed. The series was used as a tracking device and recorded the date executed and the official delivering the warrant. This information is now retained in Sustain - SN 04491, 1978 to Present Schedule. *Note: Indexes may or may not have been created, and if created, may or may not exist at the present time.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Access Restrictions</b>                      | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Contents</b>                                 | name of individual to be served, date warrant was issued, date executed, name of executing officer, reason warrant was issued                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Retention and Disposition</b>                | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>   | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02301</b>  | <b>Warrants of Arrest File</b>         | Closed series. This series documented that warrants of arrest had been issued by the magistrates or justices of the peace for persons accused of law violations. The warrant was the legal process instrument necessary, for the executing officer, to arrest individuals accused of law violations for the period prior to January 1, 1978, when the court system changed. *Note: This series is now included in Sustain (SN 04491) and Criminal Complaint File (SN 00811), 1978 to Present Schedule.                      |
|               | <b>Access Restrictions</b>             | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Contents</b>                        | number and style of case, name of defendant, offense, date issued, signature of issuing officer, date and nature of return, signature of executing officer                                                                                                                                                                                                                                                                                                                                                                  |
|               | <b>Retention and Disposition</b>       | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>02302</b>  | <b>Judgment Book - (Fiscal Record)</b> | Closed series. This series briefly documented steps that occurred during trials for specific cases. Most entries related to financial judgments and were summarized to the point that without the Order Books (SN 02294) or Case Files (SN 02299), it would be impossible to determine the outcome of the case. This series was closed January 1, 1978, when the court system changed. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time.                           |
|               | <b>Access Restrictions</b>             | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Contents</b>                        | date, term of court, names of plaintiff/defendant, action of court, case number, amount of debt, interest, costs, credits, when and how satisfied, signature of magistrate or justice of the peace                                                                                                                                                                                                                                                                                                                          |
|               | <b>Retention and Disposition</b>       | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>02303</b>  | <b>Execution Book</b>                  | Closed Series. This series recorded executions issued on judgments rendered in cases tried before the Magistrate's or Justices of the Peace Courts which began prior to statehood (1780's). It recorded the date of judgment, amount of debt, interest, costs and credits, and the name of the executing officer. This information was included in this series through January 1, 1978, when the system changed. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. |
|               | <b>Access Restrictions</b>             | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Contents</b>                        | case number, style of case, date and number of execution, amount of debt/judgment, date of judgment, executing officer's name, return and return date                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Retention and Disposition</b>       | Destroy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>02304</b>  | <b>Minute Book</b>                     | Closed Series. This series summarized the proceedings of court at each daily session. It was prepared by the Clerks, Magistrates or the Justices of the Peace in areas where clerks were not available. Magistrates and Justices of the Peace used the information to respond to individual inquiries into recent specific actions. This court began prior to statehood (1780's).                                                                                                                                           |
|               | <b>Access Restrictions</b>             | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Contents</b>                        | Date of sessions, name of Plaintiff/Defendant, nature of action                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|               | <b>Retention and Disposition</b>       | Retain permanently only when no Order Books exist. Destroy remainder                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION

Archives and Records Management Division

Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS  
RETENTION SCHEDULE

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

Record Group  
Number  
0640A

| Series | Records Title and Description    | Function and Use                                                                                                                                                                                                                                                                                                                |
|--------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02305  | <b>Memorandum Books</b>          | Closed Series. This series summarized memorandums from individual contacts (other than court appearances) related to specific cases. These usually resulted in an issuance of legal process instruments on cases being heard before the court.                                                                                  |
|        | <b>Access Restrictions</b>       | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                           |
|        | <b>Contents</b>                  | date entered, term of court, style of case, nature of memorandum                                                                                                                                                                                                                                                                |
|        | <b>Retention and Disposition</b> | Retain permanently only when no Order Books exist. Destroy remainder                                                                                                                                                                                                                                                            |
| 02306  | <b>Receipt Book</b>              | Closed Series. This series recorded the receipt of money by the Magistrates or Justices of the Peace. It documented when money was received and for what account. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at this time.                                                           |
|        | <b>Access Restrictions</b>       | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                           |
|        | <b>Contents</b>                  | case number, date and amount received, by whom paid, for what account, signature of officer receiving payment                                                                                                                                                                                                                   |
|        | <b>Retention and Disposition</b> | Destroy after audit                                                                                                                                                                                                                                                                                                             |
| 03654  | <b>Indexes to Court Cases</b>    | Closed. This series provided access information to Case Files (SN 02299). In some instances, it also provided a necessary link to access the Docket Books (SN 02296), Judgment Books (SN 02302), Execution Books (SN 02303), and Order Books (SN 02294). This series was closed January 1, 1978, when the court system changed. |
|        | <b>Access Restrictions</b>       | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                           |
|        | <b>Contents</b>                  | Name of Plaintiff/Defendant and Case number. May also contain the Order Book, Docket Book, Execution Book, and Judgment Book numbers and page number.                                                                                                                                                                           |
|        | <b>Retention and Disposition</b> | Retain permanently in Agency or transfer to the State Archives Center if Index is an essential link in referencing Order Books (02294) or Execution Books (02303). Destroy remainder                                                                                                                                            |



**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>                                                                                                | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02260</b>  | <b>Report of Land Sales Book</b>                                                                                                    | CLOSED SERIES. This series documented the Master Commissioner's final report and information related to land sold by the Master Commissioner. The Master Commissioner reported the amount of money received and expenses paid out in performing his duties. The report included moneys paid to individuals in which the owner of the property was indebted. The boundaries of the land sold and the purchase agreement is included in this series. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. **NOTE: This information is now part of the Individual Case Files, SN - 00202, 1978 to Present Schedule. ***Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation. |
|               | <b>Access Restrictions</b>                                                                                                          | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Contents</b>                                                                                                                     | plaintiff/defendant, amount paid out, itemized list of disbursements, voucher number, name of payee, amount of each payment, date of sale, terms of sale, location and description of property, signature of purchaser and appraiser, attestation of Master Commissioner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|               | <b>Retention and Disposition</b>                                                                                                    | Retain permanently.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>02261</b>  | <b>Master Commissioner's Report Book - (Includes: Report of Distribution, receipts, collections, disbursements and Settlements)</b> | CLOSED SERIES. This series documented information relating to the distribution of funds and the settlement of cases assigned to the Master Commissioner. This report was prepared and submitted to the Circuit Clerk at each term of court. It documented the status of accounts in his hands in the various actions pending in the Circuit Court. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. **Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.                                                                                                                                                                                                           |
|               | <b>Access Restrictions</b>                                                                                                          | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Contents</b>                                                                                                                     | court of origin, name of judge, term of court, case number, names of plaintiff and defendant, amount of each action, itemized list of receipts and disbursements, balance on hand, total, sworn statement of Master Commissioner, attestation of Circuit Court Clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|               | <b>Retention and Disposition</b>                                                                                                    | Destroy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>02262</b>  | <b>Master Commissioner's Report Book - Financial</b>                                                                                | CLOSED SERIES. This series documented the financial status of cases assigned to the Master Commissioner. The commissioner prepared and submitted the report to the Circuit Clerk at each term of court. It documented the status of accounts in his hands in the various actions pending in the Circuit Court. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. **Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.                                                                                                                                                                                                                                               |
|               | <b>Access Restrictions</b>                                                                                                          | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Contents</b>                                                                                                                     | court of origin, judge's name, term of court, case number, name of plaintiff and defendant, amount involved in each action, total, itemized list of receipts and disbursements, balance on hand, statement of Master Commissioner, attestation of Circuit Clerk, date recorded                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Retention and Disposition</b>                                                                                                    | Destroy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>                          | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02264</b>  | <b>Master Commissioner's Sale Bond</b>                        | CLOSED SERIES. This series documented that a surety bond was executed by the purchaser of property sold by the Master Commissioner, as a covenant with the Commonwealth to secure the payment of deferred balances. Basically, the bond guaranteed payment of purchase money necessary to fulfill the obligations required by the purchase agreement, located in the Report of Land Sales Book- SN 02260. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time.                                                                                                                        |
|               | <b>Access Restrictions</b>                                    | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Contents</b>                                               | date, number, amount of bond, affidavit of surety, signatures of principal and surety, attestation of the Circuit Clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|               | <b>Retention and Disposition</b>                              | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>02265</b>  | <b>Notice of Commissioner's Sale</b>                          | CLOSED SERIES. This series documented information related to the sale of property, real or personal, by the Master Commissioner. The series, in some cases, is part of the related Case File, SN 02173. Most notices were in the format of newspaper entries, broadsides, or written notices placed on the grounds of the Courthouse. Some of the notices (especially broadsides for the 19th century) have information and are in a format which could document sales that may be of historical or research value or interest. *Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation. |
|               | <b>Access Restrictions</b>                                    | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Contents</b>                                               | dates, location and description of the property being sold (real and personal), name of persons owning the property to be sold, location of sale, name of the Master Commissioner                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|               | <b>Retention and Disposition</b>                              | Destroy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>02266</b>  | <b>Master Commissioner's Record of Claims against Estates</b> | CLOSED SERIES. This series documented claims against estates which were being handled by the Master Commissioner. The claims could have been submitted before or after the case had begun and were endorsed by the Commissioner. The Master Commissioner was required to show whether or not the claim was interest bearing and, if so, from what date. The Commissioner attested the claims and dates. *NOTE. Indexes may or may not have been created, and if created, may or may not exist at the present time.                                                                                                                          |
|               | <b>Access Restrictions</b>                                    | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Contents</b>                                               | style of case, name, date of referrers, date of claim, name of persons filing the claim, nature and amount, states whether or not claim is interest bearing, from what date, commissioner's attestation                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|               | <b>Retention and Disposition</b>                              | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>02267</b>  | <b>Master Commissioner's Register of Sales Bonds</b>          | CLOSED SERIES. This series documented that a surety bond was executed by the purchaser of property sold by the Master Commissioner. The register records partial information from the sales bonds, SN-02264, and was used as a quick reference tool for answering questions for individuals and court personal. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time.                                                                                                                                                                                                                  |
|               | <b>Access Restrictions</b>                                    | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Contents</b>                                               | date, number, amount of bond                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Retention and Disposition</b>                              | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>  | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02268</b>  | <b>Settlements with Receiver Book</b> | CLOSED SERIES. This series documented information related to the receiving and disbursing of funds by the Master Commissioner. It documented the information for specific cases and detailed what money was received for or why disbursed and the amount of funds on hand. The reports of settlements are prepared and signed by the Master Commissioner and delivered to the Circuit Clerk. The Clerk for the court of origin attested to reports which were copied by his office and gave information related to the original report. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. |
|               | <b>Access Restrictions</b>            | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|               | <b>Contents</b>                       | account number, style of case, funds received, funds disbursed, funds on hand, report of distribution, master commissioner's signature, Clerk's attestation, date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|               | <b>Retention and Disposition</b>      | Retain permanently.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>02271</b>  | <b>Appraisal of Property Request</b>  | CLOSED SERIES. This series documented that a request had been submitted to an appraiser to obtain an updated appraisal of property being sold by the Master Commissioner. It recorded the location and boundaries of the land to be appraised.                                                                                                                                                                                                                                                                                                                                                                                                     |
|               | <b>Access Restrictions</b>            | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|               | <b>Contents</b>                       | appraiser's name, owner of property, location of the property, boundaries of the property, Master Commissioner's signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|               | <b>Retention and Disposition</b>      | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION

Archives and Records Management Division

Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS  
RETENTION SCHEDULE

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

Record Group  
Number  
0640A

| Records Title<br>Series and Description                                              | Function and Use                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02199 Committee Bonds</b>                                                         | <p>Closed Series: This series documented that a committee bond was executed for the individual appointed committee of a person of unsound mind. The committee bond was the surety to bind the committee to the Commonwealth for a sum of money and that the appointed would faithfully discharge the duties which were required. The main duty of the committee was to manage the affairs of the person of unsound mind and prepare the necessary reports to document his actions. Note: Indexes may or may not have been created and, if created, may or may not exist at the present time. Note: This series is now included in series 00817, Involuntary Hospitalization/Disability Case Files, 1978 to Present schedule. Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.</p>                                                                                                                                                                                      |
| <b>Access Restrictions</b>                                                           | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Contents</b>                                                                      | Series contains: Date and amount of bond, name of committee and person of unsound mind, date committee appointed, signature of committee and surety, attestation of circuit clerk, court of origin                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Retention and Disposition</b>                                                     | Destroy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>02200 Inquest Books - (Lunacy, Pauper Idiot, Idiot, and Mental Inquest Books)</b> | <p>Closed Series: This series documented information related to the filing of a petition and the hearing process involved in cases to determine the mental condition of individuals. It documented that a petition had been filed with the court and when. The judge ordered physicians to examine the person and certify their findings to the court. An attorney was also ordered to defend the person during the hearing. Also included in this series is the decision of the court. If the person was found to be of unsound mind, the brief history of the case portion was completed giving information related to the individuals physical and mental condition. Note: Indexes may or may not have been created and, if created, may or may not exist at the present time. Note: This series is now included in series 00817, Involuntary Hospitalization/Disability Case Files, 1978 to Present schedule. Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.</p> |
| <b>Access Restrictions</b>                                                           | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Contents</b>                                                                      | Series contains: Court of origin, date, petitioner's name, name of defendant, judge's name, names of the physician and attorney appointed, opinion of the physician, names of witnesses, names of jurors, commitment order and name of institution, information related to the defendant and their family                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Retention and Disposition</b>                                                     | Retain in Clerk's Office or transfer to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>02201 Inquests</b>                                                                | <p>Closed Series: This series documented information related to the filing of a petition and the hearing process involved in cases to determine the mental condition of an individual. It documented that a petition had been filed with the court and when. The judge ordered physicians to examine the person and certify their findings to the court. They also ordered an attorney to defend the person during the hearings. Also included in this series is the decision of the court. If the person was found to be of unsound mind, the brief history of the case portion was completed and gave information related to the individual's physical and mental condition. Note: This series is now included in series 00817, Involuntary Hospitalization/Disability Case Files, 1978 to Present schedule. Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.</p>                                                                                                    |
| <b>Access Restrictions</b>                                                           | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Contents</b>                                                                      | Series contains: Court of origin, date, name of defendant, petitioner's signature, judge's name, name of witnesses and jurors, physician and attorney names, commitment order, information related to the defendant, name of institution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Retention and Disposition</b>                                                     | Retain in Clerk's Office or transfer to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION

Archives and Records Management Division

Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS  
RETENTION SCHEDULE

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

Record Group  
Number  
0640A

| Series | Records Title and Description    | Function and Use                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02202  | <b>Orders</b>                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|        | <b>Access Restrictions</b>       | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|        | <b>Contents</b>                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|        | <b>Retention and Disposition</b> | Retain in Clerk's Office or transfer to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 02203  | <b>Order Books</b>               | Closed Series: This series documented that a person of unsound mind was alive but unable to care for himself and was in the care of a named committee. It also documented whether or not the person had the necessary means of support. If there was insufficient funds, there was an order to pay the committee out of county funds. This series also documented that a person had recovered enough to function in society and was released from an institution. Note: Indexes may or may not have been created and, if created, may or may not exist at this time. Note: This series is now included in series 00817, Involuntary Hospitalization/Disability Case Files, 1978 to Present schedule. Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation. |
|        | <b>Access Restrictions</b>       | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|        | <b>Contents</b>                  | Series contains: Date, term of court, defendant and committee's name, judge's signature, orders                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|        | <b>Retention and Disposition</b> | Retain in Clerk's Office or transfer to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 02204  | <b>Claim Books</b>               | Closed Series: This series documented that claims had been ordered by the court and paid as ordered. It consisted of claims drawn by the committees of persons of unsound mind with no means of self support. A copy of the claims were certified by the Clerk and forwarded to the Auditor of Public Accounts. Note: Indexes may or may not have been created and, if created, may or may not exist at the present time. Circuit Courts were created in 1803. Dates of records may vary due to county creation.                                                                                                                                                                                                                                                                                                |
|        | <b>Access Restrictions</b>       | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|        | <b>Contents</b>                  | Series contains: Court of origin, term of court, name of defendant and his committee, amount ordered to be paid, certification by circuit clerk, order book and page number recording the order of allowance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|        | <b>Retention and Disposition</b> | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>                                           | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02251</b>  | <b>Pardons by the Governor - (May be confidential if ordered by the court)</b> | CLOSED SERIES. This series documents that an individual charged and convicted of a crime was released from the punishment rendered by law for his/her offense. Pardons are granted by the Governor, by Executive Order. The original pardon is retained in the Secretary of State's Office and copies are sent to the Department of State Police and Department of Corrections to be placed in the defendant's folder. Once the pardons are received by State Police and Corrections, the defendant's file becomes expunged. The Circuit Clerks didn't and still don't receive all pardons, and the basis for determining the ones received is unknown. In order for the judicial record to be expunged, the Circuit Judge has to issue an order to that effect. *NOTE: Pardons are now located in the Individual Case File - SN 00202, 1978 to Present Schedule, if and when received. **Circuit Courts were created in 1803. Earliest dates for specific counties vary due to county creation. |
|               | <b>Access Restrictions</b>                                                     | When ordered by the court. Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|               | <b>Contents</b>                                                                | Defendant's name, Governor's signature, date of pardon, county of origin of conviction, information related to defendant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|               | <b>Retention and Disposition</b>                                               | Retain in Clerk's Office or transfer to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>02252</b>  | <b>Naturalization Books</b>                                                    | CLOSED SERIES. This series documented that an alien had declared he/she had intentions to become a United States Citizen, in the presence of the court of origin. It documents information related to the aliens' background (Physical appearance, occupation, and vital statistics). The information documented was invalid for all legal purposes after seven years from date recorded, but it furnishes valuable information for individuals performing family research. In March 1940, the Kentucky General Assembly repealed the 1892 constitution provision permitting naturalizations in state courts. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. **NOTE: Since 1940, only Federal District Courts can grant citizenship to aliens in Kentucky. ***Circuit Courts were created in 1803. Earliest dates for specific counties vary due to county creation.                                                                 |
|               | <b>Access Restrictions</b>                                                     | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|               | <b>Contents</b>                                                                | county of origin; court of origin; name of alien; age; occupation; color; complexion; height; weight; color of hair and eyes; visible distinctive marks; information related to the birth (place and date); present residence (city and state); where emigrated from and method of transportation; the intention to renounce for ever all allegiance and fidelity to any foreign state; port of arrival; state and date of arrival; signature of declarant; court clerk's certification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|               | <b>Retention and Disposition</b>                                               | Retain in Clerk's Office or transfer to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>02253</b>  | <b>Petitions for Citizenship Books</b>                                         | CLOSED SERIES. This series documented that an immigrant had petitioned the Court to be admitted as a citizen of the United States of America. An immigrant had the right to petition the Court for citizenship after a residence of five years (Federal Naturalization Act of 1802). This series recorded the petition for naturalization, affidavit of witnesses, the Oath of Allegiance, and the Order admitting the petitioner or dismissing the petition. Included in this series was personal information related to the petitioner and his family, which is a valuable tool for performing family research. Prior to 1906, one should consult the Order Books for the court of origin for naturalization information. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. **NOTE: Since 1940, only Federal District Courts can grant citizenship to aliens in Kentucky.                                                             |
|               | <b>Access Restrictions</b>                                                     | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|               | <b>Contents</b>                                                                | County and court of origin; name of petitioner; petitioner's place of residence; occupation; birthdate and place; date and place left and arrived; name of vessel; petitioner's spouse and children's name; date of birth and present residence; petitioner's signature; certification of court clerk; affidavit of witness; witnesses' signature; oath of allegiance; Order of Court admitting petitioner to become a United States Citizen or dismissing the petition; reason for dismissing the petition; Judge's                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|               | <b>Retention and Disposition</b>                                               | Retain in Clerk's Office or transfer to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b> | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02257</b>  | <b>Reports of Grand Jury</b>         | CLOSED SERIES. This series documented the activities of the Grand Jury during a specific term of court. The Grand Jury heard evidence and investigated complaints of the public related to state and county institutions and their officers. They routinely inspected jails and reported as to their condition. This included the dining rooms, toilets, bedding, recreation rooms, and library facilities. The Grand Jury also reported their opinions on complaints related to traffic, bicycles and other potential problems that were of concern to the people of the county, and recommended possible ways to alleviate the concerns. The reports commended county and city workers for doing good deeds or going a step above their duties to accommodate the general public or co-workers. Also included in the report was information related to Indictments and/or No True Bills, as decided by the Grand Jury. In most counties the Grand Jury Reports were recorded in the Criminal Order Books, SN 02168. *Note: This series is now included in the Grand Jury Records, SN 00825, 1978 to Present Schedule. **Circuit Courts were created in 1803. Earliest dates for specific counties vary due to county creation. |
|               | <b>Access Restrictions</b>           | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|               | <b>Contents</b>                      | names of jurors, the report of findings, Lists Indictments/No True Bills, letters of accommodation, recommendations, signature of the jury foreman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|               | <b>Retention and Disposition</b>     | Destroy after fifteen years, if recorded in the Order Books. If not, retain in Clerk's Office or transfer to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>                                                                               | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02287         | <b>Inventory, Appraisal, and Sale Bill Books</b>                                                                   | CLOSED SERIES. This series documented that an inventory was completed for properties of deceased persons, and that each item's value was determined by an appraiser prior to the sale. This series was recorded after the unbound counter parts were approved by the court. The inventory information was used for advertising the pending sale and for the fiduciaries' use in preparing their reports. Once the sale was complete, it documented the property sold, the price, and name of buyer. This information was filed in the County Court and is usually located in the County Clerk's Office through 1977, schedule under SN L1541. Since the court system changed in 1978, these records are officially filed in the District Court and retained by that office. Some copies may be filed with the County Clerk as a link in real estate title chain. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. **NOTE: This series is now included in SN 00187, Probate Case Files, 1978 to Present Schedule. ***Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation. |
|               | <b>Access Restrictions</b>                                                                                         | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|               | <b>Contents</b>                                                                                                    | date of inventory; names of estate, appraisers, and trust; description: date of sale, sale bills included, itemized list of property sold, sale price of each article, total amount of sale, copy of sworn statement of trust, acknowledgement of County Clerk, date recorded                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|               | <b>Retention and Disposition</b>                                                                                   | Retain permanently.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 02288         | <b>Inventories, Appraisements and Sale Bills - (Unbound Documents)</b>                                             | CLOSED SERIES. This series documented that an inventory was completed for properties of deceased persons, and that each item's value was determined by an appraiser prior to the sale. The inventory information was used for advertising the pending sale. Once the sale was complete, it documented the property sold, the price, and name of buyers. This information was filed in the County Court and is usually located in the County Clerk's Office through 1977, under SN L1542. Since the court system changed in 1978, these records are officially filed in the District Court Clerk's Office and is retained by that office. Some copies may be filed with the County Clerk, as a link in the real estate title chain. *NOTE: This series is now included in SN 00187, Probate Case Files, 1978 to Present Schedule. **Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.                                                                                                                                                                                                                                            |
|               | <b>Access Restrictions</b>                                                                                         | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|               | <b>Contents</b>                                                                                                    | Inventory; date of inventory, names of estate, Appraisal; name of estate, appraisers, and trust, valuation, itemized list of property, copy of sworn statement of appraisers SALE BILLS; date of sale, itemized list of property sold, sale price of each article, total amount of sale, copy of sworn statement of trust, acknowledgement of County Clerk, date recorded                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Retention and Disposition</b>                                                                                   | Retain permanently.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 02289         | <b>Settlement Books - (May be: Executor's, Administrator's, Guardian's, Ward's, Committee's, or a combination)</b> | CLOSED SERIES. This series documented the fiduciary's reports and settlements, which were presented to the County Courts. Once the settlements (loose) were approved by the County Court, They were recorded in the Settlement Books. The books record claims against estates, date allowed, and any receipts collected/owed to the estate. This information was filed in the county court and is usually located in the County Clerk's office through 1977, under SN L1543. Since the court system changed in 1978, these records are officially filed in District Court and are retained in that office. Copies may be filed with the County Clerk, as a link in the real estate title chain. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. **NOTE: This series is now included in SN 00187, Probate Case Files, 1978 to Present Schedule. ***Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.                                                                                                                                                                  |
|               | <b>Access Restrictions</b>                                                                                         | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|               | <b>Contents</b>                                                                                                    | date of report of settlement, names of fiduciaries and decedent, value of estate, date claims were filed and allowed, itemized claims, itemized list of receipts and disbursements, totals and balance, copy of fiduciaries' sworn statement, attestation of county clerk, and date received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|               | <b>Retention and Disposition</b>                                                                                   | Retain permanently.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>                                                                 | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02290</b>  | <b>General Index to Settlements</b>                                                                  | CLOSED SERIES. This series documented crucial information for accessing the Settlements which were filed in the County Court. The Settlements indexed may include Committee, Administrator, Executor, Guardian, and Ward, or a combination. The index furnishes the date, settlement number, or drawer/box number necessary for locating the loose Settlements. In some cases, the index records the date or Settlement Book and page number necessary for accessing the Settlement Books. The indexes were created by the County Court Clerk through 1977 and are usually located in the County Clerk's Office. The series number from the County Clerk Model Schedule is L1544 and is used almost always for this series. Since the court system changed in 1978, the Indexes are created in the District Court Clerk's Office and are retained in that office. *NOTE: This series is now included in Sustain, SN 04491. Prior to 1995, the series was located in the Public Index File, SN 00183. Both series are from the 1978 to Present Schedule. **Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation. |
|               | <b>Access Restrictions</b>                                                                           | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Contents</b>                                                                                      | estate name, name of fiduciaries (Executors, Administrators, Guardians, Wards, Committee), access information (date, number, Bundle/drawer number)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|               | <b>Retention and Disposition</b>                                                                     | Retain permanently.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>02291</b>  | <b>Settlements - Partial or Final - (Unbound)<br/>Note: All vouchers after 1910 may be destroyed</b> | CLOSED SERIES. This series documented the fiduciaries' report and settlements which were presented to the County Courts. The fiduciaries (Executor's, Administrator's, Guardian's, Ward's, Committee's) prepared the settlements/reports. They record claims against the estates, date allowed, and any receipts collected/owed to the estate. This information was filed in County Court and is usually located in the County Clerk's office through 1977, under SN L1545 and L1546. Since the court system changed in 1978, these records are officially filed in District Court and are retained in that office. Some copies may be filed with the County Clerk, as a link in real estate title chain. *NOTE: This series is now included in SN 00187, Probate Case Files, 1978 to Present Schedule. **Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.                                                                                                                                                                                                                                                 |
|               | <b>Access Restrictions</b>                                                                           | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Contents</b>                                                                                      | date of report/settlement, names of decedent and fiduciary, itemized claims, value of estate, date claims were filed, itemized list of receipts and disbursements, totals and balances, copy of fiduciaries' sworn statement, attestation of County Clerk, and date recorded                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|               | <b>Retention and Disposition</b>                                                                     | Retain permanently.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>02293</b>  | <b>Guardian, Executor, Administrator, Trustee, and Assignee Bonds</b>                                | CLOSED SERIES. This series documented that a surety bond was executed before the County Court by the Guardians, Executors, Administrators, Trustees, or assignees, as a covenant with the Commonwealth securing faithful execution of their duties. This information was filed in County Court and is usually located in the County Clerk's Office through 1977, under SN L1547. Since the court system changed in 1978, these records are filed in District Court and retained in that office. Some copies may be filed with the County Clerk, as a link in the real estate title chain. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. **NOTE: This series is now included in SN 00187, Probate Case Files, 1978 to Present Schedule. ***Circuit Courts were created in 1803. The earliest dates for specific counties vary due to county creation.                                                                                                                                                                                                                                                    |
|               | <b>Access Restrictions</b>                                                                           | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Contents</b>                                                                                      | date and amount of bond, name of fiduciary, surety and estate, signatures of principal and surety, attestation of the County Court Clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|               | <b>Retention and Disposition</b>                                                                     | Destroy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>      | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02311</b>  | <b>Docket Books</b>                       | CLOSED SERIES. This series recorded the prepared list (docket) of cases set for trial at each term of court, for use by judges/attorneys during the court term. It was prepared by the Clerks. Through the docketed information, the judges/attorneys would know which cases were set for trial and when. In addition, they would have access to information such as: case number, last order in case (summary and date), style of case, plaintiff's/defendant's attorneys, returns on process, and remarks. In some indexing systems, Docket Books are an essential link in locating Order Book references. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. |
|               | <b>Access Restrictions</b>                | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|               | <b>Contents</b>                           | dates set for trial, terms of court, case numbers, last orders in cases (summary and date) plaintiff/defendant attorneys, style of case, return on process, term, remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|               | <b>Retention and Disposition</b>          | Retain permanently only when no Order Books (02314) exist or when Dockets are an essential link in locating Order Book references. Destroy remainder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>02312</b>  | <b>Execution Books</b>                    | Closed Series. This series recorded executions issued on judgments rendered in cases tried before the Quarterly Courts. It recorded the date of judgment, amount of debt, interest, costs and credits, to whom delivered, and the name of the executing officer. This information was included in this series through January 1, 1978, when the court system changed. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time.                                                                                                                                                                                                                                        |
|               | <b>Access Restrictions</b>                | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|               | <b>Contents</b>                           | case numbers, style of case, names of attorneys, date and number of execution, amount of debt, date of judgment, executing officer's signature, return and return date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|               | <b>Retention and Disposition</b>          | Retain in Clerk's Office or transfer to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>02313</b>  | <b>Transcript of Execution Book</b>       | Closed series. This series documented the executions issued by the County/Quarterly Court Clerks and forwarded to the sheriff to be delivered. The sheriff was to try to collect payment for the amount of judgment rendered in Quarterly Court. If necessary, this included the selling of property of the party against whom the judgment was rendered. It also documented whether or not and how judgment was satisfied. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time.                                                                                                                                                                                  |
|               | <b>Access Restrictions</b>                | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|               | <b>Contents</b>                           | county of origin, parties for whom the judgment was rendered against, amount of judgment, date of execution, sheriff's return and date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|               | <b>Retention and Disposition</b>          | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>02314</b>  | <b>Order Books - (Civil and Criminal)</b> | Closed series. This series recorded the orders, motions, and judgments rendered in Quarterly Court Cases. Order Books contain both civil and criminal entries until the late 1800's (date varies by county). The later Order Books were divided into Civil Order Books (civil entries) and Criminal Order Books (criminal entries). The Order Books documented the permanent information related to the handling of cases tried by Quarterly Courts and the decisions rendered for specific cases. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time.                                                                                                           |
|               | <b>Access Restrictions</b>                | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|               | <b>Contents</b>                           | orders, motions, judgments, judge's signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|               | <b>Retention and Disposition</b>          | Retain in Clerk's Office or transfer to the State Archives Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>                                    | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02315</b>  | <b>Bond Books - (Replevin, Bail and Capias Bonds, Cost, Attachment)</b> | Closed series. This series documented that a surety bond was executed before the Quarterly Courts to ensure there would be money to cover any damages resulting from a wrongfully obtained bond. It also documented the same information for an individual securing release from custody and guaranteeing his appearance for trial before the Quarterly Court. If for any reason the bonded act wasn't adhered to as guaranteed, the amount of the bond was forfeited. This included the sale of property if necessary. Replevin, Bail, Capias, Cost, and Attachment Bonds were included in this series. This series existed until January 1, 1978, when the court system changed. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. |
|               | <b>Access Restrictions</b>                                              | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|               | <b>Contents</b>                                                         | date, county of origin, amount of bond, affidavit of surety, attestation of Quarterly Court Clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|               | <b>Retention and Disposition</b>                                        | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>02316</b>  | <b>Warrants of Arrest File - (Included warrants pending)</b>            | Closed series. This series documented that a warrant of arrest had been issued by Quarterly Court Clerks for persons accused of law violations. The warrant was the legal process instrument necessary, for the executing officer, to arrest individuals accused of law violations for the period prior to January 1, 1978, when the court system changed. This series is now included in Sustain (SN 04491) and Criminal Complaint File (SN 00811), 1978 to Present Schedule.                                                                                                                                                                                                                                                                                                                |
|               | <b>Access Restrictions</b>                                              | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|               | <b>Contents</b>                                                         | number and style of case, name of defendant, offense, date issued, signature of issuing officer, date and nature of return, signature of executing officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|               | <b>Retention and Disposition</b>                                        | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>02317</b>  | <b>Warrants of Arrest Register</b>                                      | Closed series. This series documented that warrants of arrest had been issued and whether or not they were executed. Also, it was used as a tracking device and recorded the date executed and the officer delivering the warrant. The series was created through January 1, 1978, when the court system changed. This information is now included in Sustain (SN 04491), 1978 to Present Schedule. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time.                                                                                                                                                                                                                                                                                |
|               | <b>Access Restrictions</b>                                              | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|               | <b>Contents</b>                                                         | name of individual to be served, date warrant was issued, date executed, name of executing officer, reason warrant was issued                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|               | <b>Retention and Disposition</b>                                        | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>02318</b>  | <b>Case Files - (Civil and Criminal)</b>                                | Closed series. This series documented all legal process, orders and judgments rendered in Quarterly Court Cases. It contained the originals of proceedings related to all civil and criminal cases. The series was in effect until January 1, 1978, when the court system changed. Any active case, as of that date, was transferred to the newly established District Court. *NOTE: This series is now included in the various case files listed under the District Court section of the Court of Justice: 1978 to Present Schedule.                                                                                                                                                                                                                                                         |
|               | <b>Access Restrictions</b>                                              | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|               | <b>Contents</b>                                                         | legal process instruments, correspondence, bonds, orders, motions, judgments, answers, petitions, depositions, style of case, names of attorneys, judge's signature, court of origin                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|               | <b>Retention and Disposition</b>                                        | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>                           | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02319</b>  | <b>Index to Case Files</b>                                     | Closed series. This series documented information necessary for accessing the Quarterly Court Case Files (SN 02318). The cases indexed include both civil and criminal. The index furnishes the case number, bundle number, box number, or date needed to match the arrangement of the case files. Without the index, many case files would be impossible to locate and their information would be lost. In some cases, the Order Book and page number are included in the index. This series was created until January 1, 1978, when the court system changed.                                   |
|               | <b>Access Restrictions</b>                                     | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|               | <b>Contents</b>                                                | style of case, date, case/bundle/box number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Retention and Disposition</b>                               | Destroy when the related Case Files (02318) are destroyed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>02321</b>  | <b>Cash Book</b>                                               | Closed series. This series documented cash received and disbursed by the Quarterly Court Clerk. The series accounted for cash received and disbursed by the Clerk, which was usually not related to the cost of handling case files. In some instances, the listings were related to money received and/or disbursed for case file activities prior to January 1, 1978, when the court system changed. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time.                                                                                 |
|               | <b>Access Restrictions</b>                                     | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|               | <b>Contents</b>                                                | amount of money received/dispursed, date, purpose, account, clerk's signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|               | <b>Retention and Disposition</b>                               | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>02322</b>  | <b>Cash Receipts Book</b>                                      | Closed series. This series documented money received by the Quarterly Court Clerk and paid to the State Treasury. Fines and Forfeitures were included in this series. The information recorded was used as an accounting document and assisted in the preparation of reports to the Circuit Court. *Indexes may or may not have been created, and if created, may or may not exist at the present time.                                                                                                                                                                                           |
|               | <b>Access Restrictions</b>                                     | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|               | <b>Contents</b>                                                | taxes on suits, fines and forfeitures, from whom money was received, on what account received, amount and date received, amount of payment into State Treasury                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|               | <b>Retention and Disposition</b>                               | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>02327</b>  | <b>Legal Process File - (Subpoenas, Summonses, Executions)</b> | Closed series. This series documented that legal process instruments had been issued by the Quarterly Court. Legal instruments included subpoenas, summonses, executions, etc. Subpoenas and summonses related to the sheriff serving individuals for appearances in court for cases set for trial before the Quarterly Court. Sometimes, warrants and executions were a part of this series. Warrants were necessary for the sheriff to arrest an individual accused of law violations. Executions were necessary for the sheriff in trying to obtain satisfaction of Quarterly Court judgments. |
|               | <b>Access Restrictions</b>                                     | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|               | <b>Contents</b>                                                | date of issue, Clerk's signature, sheriff's return and date, person served, style of case, case number, debt, interest, credit, cost, date of judgment rendered                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|               | <b>Retention and Disposition</b>                               | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>                            | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02328</b>  | <b>Register of Fines and Forfeitures Assessed and Satisfied</b> | Closed series. This series documented the fines and forfeitures assessed and satisfied by the Quarterly Court. The Clerk used this information to prepare his report of fines and forfeitures for the Circuit Clerk. The Circuit Clerk used the report to prepare his Report of Fines and Forfeitures to the Department of Finance and Settlement of Accounts with the State (SN 02225).                                                                             |
|               | <b>Access Restrictions</b>                                      | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Contents</b>                                                 | style of case, amount of fine or forfeiture, term of court, costs, when received                                                                                                                                                                                                                                                                                                                                                                                     |
|               | <b>Retention and Disposition</b>                                | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>02329</b>  | <b>Witness Attendance Book</b>                                  | Closed series. This series documented that a person had served as a witness and recorded the days of service before the Quarterly Court. It also recorded information necessary for figuring the amount witnesses were to be paid for their service. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time.                                                                                                      |
|               | <b>Access Restrictions</b>                                      | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Contents</b>                                                 | date, name of parties, name of witness, for whom appearing, number of days served, amount of payment, mileage and tolls allowed                                                                                                                                                                                                                                                                                                                                      |
|               | <b>Retention and Disposition</b>                                | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>02330</b>  | <b>Witness Attendance Receipt/Stub Book</b>                     | Closed series. This series documented that a witness had served and was allowed to be paid for the days of service. The certificate was completed and given to the witness to show the amount of payment and the stub portion of the book was completed and retained by the Clerk as proof of payment. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time.                                                    |
|               | <b>Access Restrictions</b>                                      | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Contents</b>                                                 | style of case, name of witness, for whom appearing, date, number of days of service, mileage and tolls allowed, total amount paid, date of payment                                                                                                                                                                                                                                                                                                                   |
|               | <b>Retention and Disposition</b>                                | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>02331</b>  | <b>Fee or Fee Bill Books</b>                                    | Closed series. This series documented that costs had been calculated for services rendered through the court system. The costs included filing fees, copies, and services provided by the sheriff and/or Commonwealth Attorney. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time.                                                                                                                           |
|               | <b>Access Restrictions</b>                                      | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Contents</b>                                                 | names of plaintiff/defendant, amount charged, amount paid, what service was charged for, case number, name of clerk, sheriff and commonwealth attorney                                                                                                                                                                                                                                                                                                               |
|               | <b>Retention and Disposition</b>                                | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>02332</b>  | <b>Fee Bill Stub Books</b>                                      | Closed series. This series documented the receipt of money for services rendered through the court system. The services included filing fees, copies, and services provided by the sheriff or Commonwealth Attorney. Once completed, one portion remained in the book and the other was removed and given to the individual making payment, as a receipt. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. |
|               | <b>Access Restrictions</b>                                      | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Contents</b>                                                 | Style of case, amount paid and by whom, on what account, name of officer receiving payment                                                                                                                                                                                                                                                                                                                                                                           |
|               | <b>Retention and Disposition</b>                                | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b>   | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02333</b>  | <b>Judgment Book - (Fiscal Record)</b> | Closed series. This series briefly documented steps that occurred during trials for specific cases. Most entries related to financial judgments and were summarized to the point that without the Order Books (SN 02314), it would be impossible to determine the outcome of the case. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time.                                                                                                                                                                                                                                                                                                                                                                                                           |
|               | <b>Access Restrictions</b>             | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Contents</b>                        | date, term of court, style of case, action of court, case number, amount of debt, interest, costs, credits, when and how satisfied, signature of clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|               | <b>Retention and Disposition</b>       | Destroy after audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>02334</b>  | <b>Bonds in Liquor Cases Book</b>      | Closed series. This series documented that a surety bond was executed before the court by the defendant, as a covenant with the Commonwealth, for surety against violating any laws of Kentucky relating to the sale, possession, transportation, or manufacturing of intoxicating liquors during a twelve month period. The defendants mentioned in these bonds had been convicted for violation of the laws related to intoxicating liquors. If the defendant failed to comply with the provisions of the bond, the amount of the bond was forfeited and paid to the Commonwealth of Kentucky. This series began in 1922, two years after Prohibition (1920-1933), and continued through 1956. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. |
|               | <b>Access Restrictions</b>             | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Contents</b>                        | court of origin, name of defendant and surety, amount of bond, provisions of the bond, signature of witnesses, date executed, attestation of clerk, in some cases, affidavit of surety                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|               | <b>Retention and Disposition</b>       | Destroy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>02335</b>  | <b>Minute Books</b>                    | Closed series. This series was prepared by the Quarterly Court Clerk to record minutes of proceedings of court at each daily session. Judges and attorneys used this information to familiarize themselves with previous actions within a case. Entries included dates of sessions, names of plaintiffs/defendants and their attorneys, and nature of actions taken. Information from the series was used to respond to individual inquiries for recent specific actions in a case.                                                                                                                                                                                                                                                                                                                         |
|               | <b>Access Restrictions</b>             | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Contents</b>                        | Dates, term of court, name of presiding judge, style of case, summary of proceedings, actions of court                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|               | <b>Retention and Disposition</b>       | Retain permanently only when no Order Books exist. Destroy remainder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>02336</b>  | <b>Memorandum Book</b>                 | CLOSED SERIES. This series recorded memorandums from attorneys to the Quarterly Court Clerks, which resulted in an action by the Clerks. Among the most common actions were complaints/petitions, exhibits being filed, and the issuance of legal process instruments on cases to be heard before the Quarterly Court. Entries included: date entered, term of court, style of case, nature of memorandum, and signature of attorney. With this information, judges, attorneys, and clerks could check the accuracy and promptness of filing.                                                                                                                                                                                                                                                               |
|               | <b>Access Restrictions</b>             | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Contents</b>                        | date entered, term of court, style of Case (plaintiff/defendant), nature of memorandum, attorney's signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|               | <b>Retention and Disposition</b>       | Retain permanently only when no Order Books (02314) exist. Destroy remainder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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RETENTION SCHEDULE**

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

**Record Group  
Number  
0640A**

| <b>Series</b> | <b>Records Title and Description</b> | <b>Function and Use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02337</b>  | <b>Record of Misdemeanors Book</b>   | Closed series. This series documented information relating to the orders and/or judgments rendered for misdemeanor cases. Some of these volumes recorded summarized entries while others recorded the entire order or judgment. The information recorded was useful for the times when the Case File (SN 02318) was not available for any reason to answer requests or to obtain information about specific cases. *NOTE: Indexes may or may not have been created, and if created, may or may not exist at the present time. |
|               | <b>Access Restrictions</b>           | Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|               | <b>Contents</b>                      | court of origin, defendant's name, date of order or judgment, judgment, judge's signature                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|               | <b>Retention and Disposition</b>     | Destroy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>02886</b>  | <b>Memorandum Books</b>              | CLOSED SERIES. This series recorded memorandums from attorneys to the Quarterly Court Clerks which resulted in an action by the clerks. Among the most common were complaints, petitions, exhibits being filed and issuance of legal process instruments on cases to be heard before the court. Entries included: date entered, term of court, style of case, nature, of memorandum and signature of attorneys. With this information judges, attorneys, and clerks could check the accuracy and promptness of filings.       |
|               | <b>Access Restrictions</b>           | . Agencies should consult legal counsel regarding open records matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|               | <b>Contents</b>                      | date entered, term of court, style of case, nature of memorandum, attorneys signature                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|               | <b>Retention and Disposition</b>     | Retain permanently when no Order Book exits. Destroy remainder 10 years after last entry                                                                                                                                                                                                                                                                                                                                                                                                                                      |