

# Supreme Court of Kentucky

2009-04

## In re: Records Retention Schedule

### ORDER

By previous Order of this Court, Order 2007-05, the existing Court of Justice Records Retention Schedules Part I and Part II were rescinded and all court records of the Court of Justice were required to be retained until further order of the Chief Justice. The undersigned established the Kentucky Court of Justice Records Retention Committee, led by Court of Appeals Judge Thomas B. Wine, to review and make recommendations concerning the retention and destruction of court records.

Upon receipt and review of the Committee's recommendations and under Section 110(5)(b) of the Kentucky Constitution and KRS 26A.200-220, it is hereby ORDERED as follows:

1. Series numbers **00185** and **00186** pertaining to Small Claims Case File and District Civil Case Files, shall be eligible for destruction under the same criteria as enumerated under the previous Kentucky Court of Justice Records Retention Schedule Part II (KCOJ RRS Part II):

<b>Series No.</b>	<b>Record Title and Description</b>	<b>Retain at Agency (Years)</b>	<b>Disposition Instructions</b>
00185	Small Claims Case Files – (Contains the originals of all proceedings, motions and actions) Administrative Change Date 11/24/1997 To change disposition	Indefinite	Retain permanently judgment and items affecting the judgment. Destroy remainder of case record after five years.

<b>Series No.</b>	<b>Record Title and Description</b>	<b>Retain at Agency (Years)</b>	<b>Disposition Instructions</b>
00186	Civil Case Files – (Contains Forcible Entry and Detainer) Administrative Change Date 11/24/1997 To change disposition	Indefinite	Retain permanently judgment and items affecting the judgment. Destroy remainder of case record after five years.

2. Series numbers **00207, 00208, 00209, 00210, 00211** and **00214** pertaining to the Daily Closing Report File, Journal Books, Ledger Card File, Bank Reconciliation File, Adjusting Entry File and Monthly Departmental Memoranda File, shall be eligible for destruction under the same criteria as enumerated under the previous Kentucky Court of Justice Records Retention Schedule Part II (KCOJ RRS Part II):

<b>Series No.</b>	<b>Record Title and Description</b>	<b>Retain at Agency (Years)</b>	<b>Disposition Instructions</b>
00207	Daily Closing Report File – (Contains the second copy of all cash receipts (AOC 500 and/or 501), AOC 502, AOC 503, bank deposit slip, TD-94-250A and TD-95-250, which shows type of license issued, amounts of money collected, and driver’s license receipts or boat registration)	2	Destroy after audit.
00208	Journal Books – (Contains AOC 504, AOC 502, AOC 542, and shows posting of funds received, disbursed, and/or due the court)	5	Destroy after audit.
00209	Ledger Card Files – (Contains AOC 505, AOC 541, AOC 506)	Indefinite	Retain in open file until account is closed. Destroy closed file after two years and audit.
00210	Bank Reconciliation File – (Contains all canceled and voided checks, bank statements, deposit slips, and AOC 580)	2	Destroy after audit.

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
00211	Adjusting Entry File – (Contains AOC 560 which shows adjustments to correct entries, and to record information not entered in system through normal routines)	5	Destroy after audit.
00214	Monthly Departmental Memoranda File – (Contains AOC 56, AOC 584-1, AOC 587, AOC 585, AOC 582, AOC 589, and AOC 588, which show financial actions occurring in agency accounts)	2	Destroy after audit.

3. Where applicable and where technologically feasible, paper records currently being scanned in District Civil and Small Claims Divisions may be destroyed after scanning if written approval is received in advance by the Manager of the Division of Clerk Services (which manages the AOC Accessioning Unit) and after confirmation that an appropriate process for scanning, indexing, and electronically storing such documents has been satisfactorily established. If such determination and approval is given, the scanned records in the divisions referenced above will be considered the official record and the destruction of the paper record shall be permitted.

This Order shall be effective upon entry and until further Order of the Chief Justice.

Entered this 30<sup>th</sup> day of January, 2009.

  
 CHIEF JUSTICE