

Record Type	Court Retention	Public Records Retention
1. Supreme Court	<u>Case Files</u> Send all records to Public Records Division as soon as feasible.	<u>Case Files</u> Microfilm all records and destroy originals.
	<u>Docket and Recording Books</u> Send all books to Public Records Division as soon as feasible.	<u>Docket and Recording Books</u> Retain for 25 years after last year included in docket book. Microfilm contents and destroy originals.
	<u>Index Cards</u> Retain at court.	
2. Chancery	<u>Case Files</u> Send all records to Public Records Division as soon as feasible.	<u>Case Files</u> Microfilm all records and destroy originals.
	<u>Docket and Recording Books</u> Send all books to Public Records Division as soon as feasible.	<u>Docket and Recording Books</u> Retain for 25 years after last year included in docket book. Microfilm contents and destroy originals.
	<u>Index Cards</u> Retain at court.	
3. Civil	<u>Case Files</u> Retain at court for a period of 8 years after date of entry. Forward to Public Records.	<u>Case Files</u> Retain for 15 years after date of entry. Microfilm contents and destroy.
	<u>Docket and Recording Books</u> Retain at court until all cases therein are at least 15 years old. Forward to Public Records.	<u>Docket and Recording Books</u> Retain for 25 years after last year included in docket book. Microfilm contents and destroy originals.
	<u>Index Cards</u> Retain at court.	
	<u>Depositions, Briefs & Transcripts</u>	<u>Depositions, Briefs & Transcripts</u>

Record Type	Court Retention	Public Records Retention
	<p>File with case if possible and follow disposition policy of the case file. For items which cannot be filed with the case, dispose of the item when records are forwarded to Public Records</p>	<p>Retain with case file but do not microfilm. Destroy with case file.</p>
	<p><u>Exhibits</u></p> <p>Retain at court until the case is closed and the time period for filing a notice of appeal has expired or until the appeal is concluded. Return to party who brought them for evidence or dispose of it if the party does not claim it.</p>	
<p>4. Criminal</p>	<p><u>Case Files</u></p> <p>Retain at court for a period of 8 years after date of entry. Forward to Public Records.</p>	<p><u>Case Files</u></p> <p>Retain for 15 years after date of entry. Microfilm contents and destroy by shredding. Do not microfilm reporter notes but retain them for 23 years after date they were created then destroy.</p>
	<p><u>Docket and Recording Books</u></p> <p>Retain at court until all cases therein are at least 15 years old. Forward to Public Records.</p>	<p><u>Docket and Recording Books</u></p> <p>Retain for 25 years after last year included in docket book. Microfilm contents and destroy originals.</p>
	<p><u>Index Cards</u></p> <p>Retain at court.</p>	
	<p><u>Depositions, Briefs & Transcripts</u></p> <p>File with case if possible and follow disposition policy of the case file. For items which cannot be filed with the case, dispose of item when records are forwarded to Public Records.</p>	<p><u>Depositions, Briefs & Transcripts</u></p> <p>Retain with case file but do not microfilm. Destroy with case file.</p>
	<p><u>Exhibits</u></p>	

Record Type	Court Retention	Public Records Retention
	Retain at court until the case is closed and the time period for filing a notice of appeal has expired or the appeal has been concluded. Return to party who brought them for evidence or dispose of it if the party does not claim it.	
	<u>Pre-Sentence Reports</u> (Confidential) Retain 3 years after date filed. Destroy original.	
5. Miscellaneous	<u>Case Files</u> Retain at court for a period of 8 years after date of entry. Forward to Public Records.	<u>Case Files</u> Retain for 15 years after date of entry. Microfilm contents and destroy.
	<u>Docket and Recording Books</u> Retain at court until all cases therein are at least 15 years old. Forward to Public Records.	<u>Docket and Recording Books</u> Retain for 25 years after last year included in docket book. Microfilm contents and destroy originals.
	<u>Index Cards</u> Retain at court.	
	<u>Depositions, Briefs & Transcripts</u> File with case if possible and follow disposition policy of the case file. For items which cannot be filed with the case, dispose of the item when records are forwarded to Public Records	<u>Depositions, Briefs & Transcripts</u> Retain with case file but do not microfilm. Destroy with case file.
	<u>Exhibits</u>	

Record Type	Court Retention	Public Records Retention
6. Family	Retain at court until the case is closed and the time period for filing a notice of appeal has expired or the appeal has been concluded. Return to party who brought them for evidence or dispose of it if the party does not claim it.	
	<u>Case Files</u> Retain at court for a period of 18 years after date of entry. Forward to Public Records.	<u>Case Files</u> Retain for 25 years after date of entry. Microfilm contents and destroy.
	<u>Docket and Recording Books</u> Retain at court until all cases therein are at least 20 years old. Forward to Public Records.	<u>Docket and Recording Books</u> Retain for 25 years after last year included in docket book. Microfilm contents and destroy originals.
	<u>Index Cards</u> Retain at court.	
	<u>Depositions, Briefs & Transcripts</u> File with case if possible and follow disposition policy of the case file. For items which cannot be filed with the case, dispose of the item when records are forwarded to Public Records	<u>Depositions, Briefs & Transcripts</u> Retain with case file but do not microfilm. Destroy with case file.
	<u>Exhibits</u> Retain at court until the case is closed and the time period for filing a notice of appeal has expired or the appeal has been concluded. Return to party who brought them for evidence or dispose of it if the party does not claim it.	
7. Financial (State)	Retain all financial records until the financial audit by the auditor of accounts or his designee for the	
8. Financial (County)	Retain financial records until county auditors have completed their audit for the period. Retain records for a	

Record Type	Court Retention	Public Records Retention
	period of 10 years and destroy.	
9. Appointments Commissions	Retain at court for current and one past term. Contact Secretary of State for disposition instructions.	Retained by the Secretary of State for a period determined by the Secretary of State.
10. Election	Retain at court for 12 years. Contact Secretary of State for disposition instructions. <u>Criminal, Habeas Corpus, and Post-Conviction Relief</u>	<u>Criminal, Habeas Corpus, and Post-Conviction Relief</u>
11. Court Reporter Notes & Tape Records	Retain for 8 years. Forward to Public Records as part of case file. <u>All Other Dockets</u> Retain for 10 years then destroy.	Retain for 23 years after date the notes were created then destroy.
12. Jury	<u>Master Lists</u> Retain for 4 years then destroy. <u>Term List of Jurors</u> Retain for 2 years then destroy. <u>Juror Qualification Forms</u> Retain for 2 years then destroy.	
13. Cases Never Entered	Retain documents for 6 months then contact parties to see if they want the documents returned. Destroy if not returned or case opened.	
14. Minor's Releases	Retain at court for 18 years then destroy.	