

Retention Schedule Review Sheet

Court Records - State and Superior Court

OCGA	Title	Description	Old	New	Justification	Comments
24-4-3(3)(A)	48	Recall Probate Judge	Petitions etc	2 yrs	2 yrs	No change
21-4-13(c)(2)	49	Calls of Recall Probate Judge	Calls for recall elections for a probate judge who also serves as election superintendent	2 yrs	2 yrs	No change
83-1210	51	Trade Name Applications	Documents related to the registration of trade names	1 yr after entry into index	1 yr after entry into index	No change
83-865	44	Certification of Bar Admission Eligibility File	Certificate of Eligibility and order from judge for clerk to administer oath	70 yrs	70 yrs	No change
SCO0101	2	Certified Felony Transcripts - Not filed in the case file	Documents relating to certified verbatim records of judicial proceedings capital and non-capital felony cases	70 yrs	70 yrs	No change
SCO0103	3	Certified Felony Transcripts - Filed in the case file	Documents relating to certified verbatim records of judicial proceedings capital and non-capital felony cases	Permanent	Permanent	No change
SCO0102	3	Certified Felony Transcripts - Non-Capital Felonies	Documents relating to certified verbatim records or narrative recollections of judicial proceedings in non-capital felony cases	20 yrs	20 yrs	No change
83-864	18	Civil and Criminal Calendars	Documents relating to listing civil and criminal matters to be heard, dates for hearing and styles of cases	1 yr	1 yr	No change
86-23	14	Civil Case Files	Documents relating to trying civil cases in Superior and State Courts and documenting the proceedings in those cases	Permanent	Permanent with noted exceptions.	Not all civil cases are historically significant. The revised retention highlights several areas of high volume caseload where the type of case does not warrant permanent retention.
		Domestic Relations	Those cases resulting in dissolution of a marriage, child custody or award of alimony.	Permanent	Permanent	
		Domestic Relations - Contempt Actions	Contempt Actions arising out of Domestic Relations Cases.	Permanent	20 years after disposition	

		Collection Cases	An action containing the pleadings on debt concerning specific contract or account	Permanent	5 yrs if no Fi Fa is filed . If Fi Fa filed upon its satisfaction or expiration	Of little or no societal or historical significance	
		Personal Injury	Civil cases related to personal injury	Permanent	20 years	Of little or no societal or historical significance - but may be used to show patterns	
		Malpractice	Documents relating to cases alleging professional malpractice	Permanent	20 years	Of little or no societal or historical significance	
		Appeals - Magistrate Court	Documents relating to cases appealed to State or Superior Court based upon a judicial decision in Magistrate Court	Permanent	10 years	Comply with Magistrate Court Retention Schedule that would have applied to the original filing.	
		Name Changes	Case files related to changing ones name	Permanent	Permanent	N/A	
83-1202	13	Civil Cases not Proceeding to Final Judgment	Documents relating to cases with administrative closure (5 yr rule)	5 yrs after last action or dismissal	2 yrs after last action or dismissal	Two years exceeds the time allowed to revive case by 18 months	
83-862	15	Civil Dockets	Documents relating to indexing all pleadings files in the course of civil actions, including independent motions which are to be decided by the judge without the intervention of a jury	Permanent	If created, same as civil file.	Modern case management systems have made this a process not a separate record.	Special Instruction: Historically these were bound volumes of proceedings related to cases filed within specific court terms and may cover multiple terms or years.
90-86	46	Clerks List of Persons Who Have Been Convicted of a Felony	Records relating to deleting from elector list those persons who have become disfranchised because of being convicted of certain felonies	2 yrs	Delete	Record no longer created. Remove from schedule.	

SCO0105	4	Court Reporter's Note Files - Felony	Documents of recordings, notes or other records relating to generation of certified transcripts. Included are: recordings, notes, and other records which have not been reduced to typed or printed documents	2 yrs	2 yrs		No change	
SCO0104	4	Criminal Evidence Books - Capital and Non-Capital Felonies	This includes well-bound books used to contain court reporter's transcripts and recollection transcripts of judicial proceedings involving charges of felony offenses	20 years - Non-Capital; 50 years - Capital	20 years -Non-Capital; 50 years - Capital	May be court reporter transcripts filed in a case and maintained in the case file. There is no requirement to bind in books.	No change	
SCO0901	27	Deed Books	Books containing instruments pertaining to ownership and transfer of ownership of real and personal property	Permanent	Permanent	Special Instruction: Vital Record - Duplicate and store off site	No change	
83-868	40	Discharged Federal Tax Lien Files	Documents relating to discharged federal tax liens	If indexed, 7 yrs from discharge; otherwise 50 years	7 years from discharge or 50 years whichever first occurs	Combine 83-867 and 83-868		
83-1205	45	Elections Records File	Documents relating to general and primary elections	2 years and approval of grand jury	2 years and approval of grand jury		No change	
83-867	39	Federal Tax Lien Files	Documents relating to federal tax liens.	If indexed, 7 yrs from discharge; otherwise 50 years	7 years from discharge or 50 years whichever first occurs.	Combine 83-867 and 83-868. Remove from schedule.		
83-866	38	Federal Tax Lien Index	Documents relating to discharged federal tax liens, Included is the federal tax lien index	10 years	10 years		No change	
86-21	1	Felony Case Files	Documents relating to trying felony cases in Superior courts and documenting proceedings in those cases. Included are indictments, pleadings, motions, warrants, bond applications, sentences, correspondence, and all other papers pertinent to felony cases	Permanent	Permanent		No change	
84-31	20	GED and GED Index	Documents relating to recording basic information concerning the execution of the court's decisions	17 years after date of last judgment	17 years after date of last judgment		No change	

83-1206	24	Grand Juror and Trial Juror List	Documents relating to summoning and service of grand jurors and trial jurors	10 years after end of term of court or 30 days if recorded in the minutes	Record in the minutes of the court and destroy 30 days after the term.		No Change	
87-69	28	Indexes to Deeds	Documents relating to maintaining an index for recorded deeds	Permanent	Permanent		No Change	
84-32	23	Juror Information Form	Documents relating to (1) providing information to attorneys about summoned jurors in order to facilitate jury selection and/or (2) correcting errors on or updating information on juror master list	1 year	1 year		No Change	
83-1207	25	Jury Drafts and Scripts	Documents relating to juror payments for service.	4 yrs	2 yrs or until audit whichever is later	OCGA 36-81-7; retain through audit		
83-1203	21	Jury Master List	Documents relating to persons qualified for jury service.	10 years after revision of jury master list				
83-1204	22	Jury Questionnaire File	Documents relating to selection and qualification of jurors	10 years	Destroy after data entry has been verified. In compliance with common schedule administrative support- data input schedule.	Documents used in daily maintenance of the juror master list.		
85-99	16	Minute Books	Documents relating to recording proceedings and orders in superior courts	Permanent	Permanent		No change	
SCO0404	7	Misdemeanor Court Records - Book of Fines and Forfeitures	Books which contain listings of fines and forfeitures received by the court regarding each particular misdemeanor offense	20 years	May be part of Financial or Case Management System or held separately. 5 yrs	Reflects the technology in common use today		

SCO0401	5	Misdemeanor Court Records - Case Files	Records documenting court adjudication of misdemeanor citations	20 years	20 years		No change	
SCO0402	6	Misdemeanor Court Records - Docket Books	Books which generally contain essential information in summary form about each particular misdemeanor case adjudicated	20 years after date of last entry	Not Required, if created 1 year from hearing date.	Case file is best source document and case management system best summary resource.		
SCO0402 Should be SCO0403	6	Misdemeanor Court Records - Minute Books	Books which contain photostatic copies of the accusation and disposition associated with each case, or contain typewritten entries regarding the defendant, charge and disposition of each case	20 years after date of last disposition recording	May contain only court orders associated with misdemeanor cases. 20 years	Court orders associated with cases are the only thing ever accessed from minute books.		
SCO0301 SCO0302	8	Misdemeanor Transcripts - Certified Misdemeanor Transcripts (filed in case file or not filed in the case file)	Documents relating to certified verbatim records or narrative recollections of judicial proceedings in misdemeanor cases.	3 years or duration of sentence whichever is longer	3 years or duration of sentence whichever is longer		No change	
SCO0303	9	Misdemeanor Transcripts - Court Reporter's Notes Files	Documents relating to certified verbatim records or narrative recollections of judicial proceedings in misdemeanor cases.	1 year	1 year		No change	
84-3	52	Newspapers Containing Legal Advertisements	Documents relating to giving public notice, through newspaper advertisements, of official actions or as required by various laws	50 years; then transfer to library or historical society	50 years; then destroy, recycle or gift to library, historical society or state repository	Provides for alternatives if library, historical society does not want the ads.	ALTERNATIVE: If the legal organ has been microfilmed under the Ga Newspaper project and available in publicly funded libraries retention by Sheriff, Clerk and Probate Judge is not required.	
83-1209	50	Notary Public Application, Certificates and Dockets - Applications and Certificates	Documents relating to certifying persons to be notaries public.	9 years; if no docket book exists, permanent	9 years; if no docket book exists, permanent		No change	

83-1209	50	Notary Public Application, Certificates and Dockets - Docket Books	Documents relating to certifying persons to be notaries public.	Permanent	Permanent - Docket Book not required but where in existence shall be maintained as a permanent record.	Docket book for notaries public is antiquated process, many counties are e-notary compliant.		
SCO0806	31	Personal Property - Continuation Statements	Documents identifying the original financing statement by number and stating the original statement is still effective which is signed by the secured party. Filed after 1/01/1964	6 years after date of filing.	6 years after date of filing.		No change	
SCO0805	30	Personal Property - Financing Statements	Documents indicating the names and addresses of the debtor and the secured party, signed by the debtor, and containing a "statement indicating the types or describing the items of collateral." Filed after 1/01/1964	6 years after date of filing.	6 years after date of filing.		No change	
SCO0810	33	Personal Property - Indexes of Financing Statements	Books containing the name address of the debtor; and the file number of the financing statement, as well as entries regarding receipt of continuation statements, termination statements and statements of assignment and release. Filed after 1/01/1964	Permanent	Destroy 1/1/2020 unless financing is still active.	Became a function of GSCCCA 1/1/1995. The description should end with: Filed after 1/01/1964 and ending with 12/31/1994.		
SCO0810 Should be 0801	34	Personal Property - Original Instruments	Documents include bills of sale, personal property mortgages, etc recorded prior to 1/1/1964	Return to parties if possible, destroy.	Return to parties if possible, destroy.		No change	
SCO0802	35	Personal Property - Record Books and Indexes contains entries relating to personality only.	Includes books of bills of sale, deeds to personal property, chattel mortgages, grantor index etc	20 years	20 years		No change	
SCO0802 Should be 0803	36	Personal Property - Record Books and indexes relating to both personal and realty.	Books containing mortgage liens, titles, contract records lease records, promiscuous record, security bonds and deeds.	Permanent	Permanent		No change	

SCO0808	31	Personal Property - Statements of Assignment	Documents setting forth the name of secured party, the debtor, file number, date of filing, assignee and address, collateral filed after Jan 1, 1964	6 years after date of filing	6 years after date of filing		No change	
SCO0807	31	Personal Property - Statements of Release	Documents containing collateral being released, debtor name address, secured party and file number. Filed after Jan 1, 1964	6 years after date of filing	6 years after date of filing		No change	
SCO0809	32	Personal Property - Termination Statements	Documents stating that there is no outstanding secured obligation and no commitment to make advances, incur obligations or otherwise give value. Filed after Jan 1, 1964	1 year	1 year		No change	
83-886	42	Practicing Attorneys Registration Books	Documents relating to registration of practicing attorneys	Permanent	Permanent		No change	
83-827	37	Real Estate Transfer Tax Declaration Forms File	Documents relating to transfer tax on real estate	3 years	2 years	Not needed after real estate closing.		
83-863	17	Record of writs	Documents recording the text of each case heard by the courts especially recording writs issued	Permanent	Permanent		No change	
85-39	59	Revenue Remittance File	Documents relating to remitting revenue to the county.	5 years	2 years after audit or 5 years whichever first occurs.	Records are duplicated in County Finance Department. OCGA 36-81-7		
OCGA 9-11-(27-31) 86-22	19	Sealed Civil depositions	Documents relating to obtain pre-trial testimony from parties and witnesses during discovery for civil case filed in the superior court.	1 year after termination of case	1 year after termination of case		No change	
83-1208	26	Sheriff's Juror Precepts	Documents relating to summoning of grand and trial jurors; included are clerks list to sheriff sowing juror to be summoned for service and term of court.	3 years	3 years but the document may be a report from the jury management system in each county.	Many of the summons are mailed from the jury management system without sheriff's service.		
83-869	41	State Bar Applications for Admission without examination	Documents relating to admission to State Bar of Attorneys from other states. Note: This series ended in 1977	70 years	Destroy 1/1/2048			
90-87	47	Superior Court Clerks' Certified List of Qualified Electors	Certified list of qualified electors by precinct.	Destroy	Remove from Retention Schedule	Requirement for these records was repealed in 1987		

83-889	43	Third year Law Students' and Staff Instructors' Files	Documents relating to authorization of third year law student or staff instructor to assist District Attorney or practice legal aid.	3 years	3 years		No change	
83-1210	51	Trade Name Registration Indexes	Documents relating to registration of trade name under which an individual or company is doing business	Permanent	permanent		No change	
SCO0504	12	Traffic Court Records - Books of Fines and Forfeitures	Books which contain listings of fines and forfeitures received by the court regarding each particular offense	10 years from date of last entry.	If created 6 years from the date of the last docket,	Fine books are antiquated record keeping systems.	Combine with SCO0501. Remove from schedule	
SCO0501	10	Traffic Court Records - Case Files	Records documenting court adjudication of traffic citations	6 years	6 years		No change	
SCO0502	11	Traffic Court Records - Docket Books	Books which generally contain essential information in summary form about each traffic case adjudicated	10 years from date of last entry	If created 6 years from the date of the last docket,	Traffic Court Records/ Case Management Systems,and payment of fines	Combine with SCO0501. Remove from schedule	
SCO0503	11	Traffic Court Records - Minute Books	Books which contain photostatic copies of the accusation and disposition associated with each case	10 years from date of last entry	If created, 6 years from the date of the last entry	Coincide with the case file.	Combined with SCO0501. Remove from schedule	
SCO0505	12	Traffic Court Records - Records concerning traffic violations which result in a felony charge	Records concerning traffic violations which result in a felony charge	Permanent	Permanent		No change	