



SUPREME COURT OF ALABAMA
HEFLIN-TORBERT JUDICIAL BUILDING
300 DEXTER AVENUE
MONTGOMERY, ALABAMA 36104-3741
(334) 229-0700

CHIEF JUSTICE
SUE BELL COBB, OF EVERGREEN

ASSOCIATE JUSTICES
CHAMP LYONS, JR., OF POINT CLEAR
THOMAS A. WOODALL, OF BIRMINGHAM
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TOM PARKER, OF MONTGOMERY
GLENN MURDOCK, OF BIRMINGHAM
GREG SHAW, OF MONTGOMERY

MEMORANDUM

TO: Alabama Court Officials and Personnel

FROM: Sue Bell Cobb, Chief Justice
Supreme Court of Alabama

DATE: April 7, 2009

RE: Revised Records Retention Schedule

A handwritten signature in black ink, likely belonging to Sue Bell Cobb, is written over the "FROM:" line and extends into the "DATE:" line.

Alabama originally developed a Records Retention Schedule in 1980 to effectively manage court records. The schedule was updated slightly in 1988 and has not been revised until recently.

I greatly appreciate the hard work of the Judicial Records Retention Committee and the staff of the Administrative Office of Courts who carefully reconstructed this important document. The new schedule will assist all court officials in storing records of legal or historic value while purging the system in a timely manner of others.

I encourage the full use of this Records Retention Schedule throughout the Alabama Court System. It will serve as an important means of improving efficiency and service to the citizens of our State.

Thank you.

INTRODUCTION

The Alabama Unified Judicial System's Records Retention Schedule for the Circuit, District, Juvenile and Municipal Courts was developed to provide for the timely and systematic destruction of records with limited retention value and the preservation of records with permanent legal and historical value. The implementation of this Records Retention Schedule provides local courts with the means to improve space utilization and records accessibility.

This schedule is arranged categorically in sections by records type, and alphabetically by record title within each section. Instructions are provided detailing the minimum period that each record must be maintained. Any court record not listed in this schedule must be maintained until the schedule can be amended to include the record and provide retention instructions.

When destroying records in accordance with this schedule, the records should be listed on a "Records Destruction Notification" form obtained from the Records Management Department of the Administrative Office of Courts. The original of this form is sent to the Records Management Department for statistical purposes with a copy being retained by the originating court official. The records should be disposed of in a manner prescribed by paragraph (D) of Rule 31, Alabama Rules of Judicial Administration (ARJA). A copy of Rule 31 can be found in the Appendix section of this schedule.

The AOC Records Management staff is always available to answer any questions in regards to the Records Retention Schedule or to assist with on-site implementation of the Records Retention Schedule if needed. Please direct all comments or questions to the Department Head of the AOC Records Management Department.

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SECTION A

TRIAL COURT RECORDS

SECTION A

TRIAL COURT RECORDS

1. **APPELLATE TRANSCRIPTS** - (Civil & Criminal) Typed copies of oral testimony and case papers.
Retention Instructions: Destroy two (2) years after disposition of appeal.
2. **AFFIDAVIT OF DEPOSITION OFFERED IN SUPPORT OF COMPLAINTS** – (Insert Description)
Retention Instructions: Retain for administrative use only.
3. **CASE FILES** - May include, but not limited to, papers, pleadings, docket sheets, case action summaries, motions, orders, etc. , contained within file folders documenting chronology of court proceeding.
Retention Instructions:
 - A. Circuit Civil ----- Retain Permanently
 - B. Circuit Criminal ----- Retain Permanently
 - C. Domestic Relations ----- Retain Permanently
 - D. District Civil ----- Destroy ten (10) years from date of final disposition. If judgment is renewed, retain an additional ten (10) years. Retain final judgment (order) and list of parties permanently.
 - E. District Criminal ----- Destroy five (5) years from date of final disposition with exception of Possession of Marijuana 2nd degree, Theft of Property 2nd degree, Conservation cases and Domestic Violence cases which must be retained for ten (10) years from date final disposition. Cases with felony plea retain permanently.
 - F. Small Claims ----- Destroy ten (10) years from date of final disposition. Renewed judgments retain an additional ten (10) years. Retain Case Action Summary (CAS) permanently in all cases.
 - G. Uniform Traffic Ticket & Complaint (UTTC) –
Non DUI Cases ----- Destroy five (5) years from date of ticket.
DUI Cases ----- Retain Permanently.
- Note:** Case Action Summary sheet(s) must be Retained Permanently in all cases.
4. **CRIMINAL FEE SHEETS** - Date, capital, fi fa, disposed date, convicted, felonies, misdemeanors, quasi-criminal, city appeal cases, and daily record of cases set.
Retention Instructions: Destroy one year from date of audit report.

5. **DEPOSITIONS** – Testimony taken down in writing under oath and recorded by an authorized officer for later use in court.
Retention Instructions: Those introduced as evidence dispose of as other exhibits. Those never introduced, hold until end of appeal time.
6. **EXECUTIONS** - Orders aiding the enforcement of a judgment.
Retention Instructions: Retain as long as case file is to be maintained.
7. **GARNISHMENTS** - Papers pertaining to garnishment proceedings.
Retention Instructions: Retain as long as case file is to be maintained.
8. **GRAND JURY DOCKET** - Parties, charge, case number, attorneys, date offense, true bill, date issued, sheriff's return, witness' name and address, days, mileage, ferriage, issue of notice, docketing information, foreperson's signature, cross-reference to other books, term of court, and disposition of case.
Retention Instructions: Retain Permanently.
9. **GRAND JURY REPORT** - Date, parties, case number, true bill, arrest warrant, report, affidavit, bonds, sheriff's return, amount of certificate, foreman's signature and foreperson's report.
Retention Instructions: Retain Permanently.
10. **INDEX BOOKS** - Cause of action, docketing information, cross references to other books, case number, parties, page term of court, and year.
Retention Instructions: Retain Permanently.
11. **INDICTMENT PAPERS** - Parties, bill of complaint, Capias, indictment, charge, endorsements, appearance bonds, grand jury numbers, clerk's fees, clerk's fees, clerk's signature and verdicts.
Retention Instructions: Retain as long as case file is maintained.
12. **MINUTES** - Parties, date, case number, minute entry, date of filing, divorce decree, decree pro confesso, motion to dismiss, term of court and organization of court.
Retention Instructions: Retain Permanently.
13. **NON-SUPPORT RECORD** - Index, case number, attorneys, date, sheriff's return, orders of court, parties, decree of support, judge's name, motion to transfer to disposed of docket, paupers affidavit, non-support affidavit, decree, decree of neglect, certificate of plaintiff's settlement, offense, and Petition under Alabama's Uniform Reciprocal Enforcement of Support Act.
Retention Instructions: Destroy 25 years from date of last entry.

14. **PRE-SENTENCE REPORTS** - Probation Report
Retention Instructions: Retain as long as Case File is required to be maintained.
15. **UTTC TRANSMITTAL FORMS** – Form used to document and report number of traffic cases issued by law enforcement official.
Retention Instructions: Destroy one (1) year from date of audit report.
16. **WARRANTS** - Warrants for arrest. Parties, date received, date of service, mileage, arresting officer, and remarks.
Retention Instructions: Retain as long as case file is to be maintained.
17. **WARRANTS NOT SERVED** - (Same as Papers Not Served)
Retention Instructions: Warrants not served within five (5) years of issuance for misdemeanor and for felonies for which no indictment has been returned may be destroyed following written notification to the District Attorney within 30 days of said notification.

SECTION B

JUVENILE RECORDS

SECTION B

JUVENILE RECORDS

1. **CASE FILES** - All papers filed in the "Legal" file of official docketed cases.

Retention Instructions:

- A. **Adult Criminal Cases (filed in Juvenile Court)**--Retain Case Action Summary (CAS) Permanently. Remaining content may be destroyed ten (10) years from date of final disposition.
- B. **Adoptions (removed from Probate Court)** -----Retain Permanently
- C. **Paternity Case** -----Retain Permanently
- D. **Termination of Parental Rights** -----Retain Permanently
- E. **Non- Support Cases** -----Retain Case Action Summary (CAS) and Judgement Order if separate from CAS Permanently. Remaining content may be destroyed ten (10) years after obligation for support has ceased. If judgments are renewed, retain an additional ten (10) years.
- F. **Delinquent Cases** -----Retain five (5) years after the juvenile reaches the age of majority.
- G. **Dependent Cases** -----Retain five (5) years after the juvenile reaches the age of majority.
- H. **Children in Need of Supervision** -----Retain five (5) years after the juvenile reaches the age of majority.

- I. **Mental Comittment Cases** (Minors & Children) ---- Retain 3 years from date petition is denied or granted.
 - J. **Waiver of Parental Consent for Abortion Cases** - Maintain for at least 4 years.
 - K. **Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)** – Maintain until child reaches 19 years of age.
2. **OBSOLETE JUVENILE COURT RECORDS** - The following is a listing of obsolete Juvenile court records and books that have been replaced by, consolidated with, or renamed as a result of modernization and/or computer automation.
- A. **Docket of Delinquent, Neglected & Dependent** -Book listing case number, date for preliminary hearing, attorneys, parties, complaint, former orders, orders of present term, list of papers filed, charge, sheriff's return, sheriff's fees, order, name, petitions, filed for dependent, summons, action, probation bond, cause, set for hearing, witness' name, arraignment, warrant for arrest, sentence, indictment, appearance bond, sex, cause of action, judgment, petition for non-support, and bail record.

Retention Instructions: Retain five (5) years after the juvenile reaches the age of majority.
 - B. **Investigation Record** - Book listing name, residence, age, sex, delinquency, marriage date, separation date, number of children, previous offense, occupation and wages.

Retention Instructions: Destroy Immediately.
 - C. **Juvenile Court Record** - Book listing, case number, date for preliminary hearing, attorneys, parties, complaint, former orders, orders of present term, list of papers filed, charge, sheriff's return, sheriff's fees, order, name, petitions, filed for dependent, summons, action, probation bond, cause, set for hearing, witness' name, arraignment, warrant for arrest, sentence, indictment, appearance bond, sex, cause of action, judgment, petition for non-support, and bail record.

Retention Instructions: Retain five (5) years after the juvenile reaches the age of majority.

- D. **Juvenile Docket** - Book listing case number, date for preliminary hearing, attorneys, parties, complaint, former orders, orders of present term, list of papers filed, charge, sheriff's return, sheriff's fees, order, name, petitions, filed for dependent, summons, action, probation bond, cause, set for hearing, witness' name, arraignment, warrant for arrest, sentence, indictment, appearance bond, sex, cause of action, judgment, petition for non-support, and bail record.

Retention Instructions: Retain five (5) years after the juvenile reaches the age of majority.

- E. **Permanent Custody of Children** - Book listing decree, order, summons, service of process, and court report. Alphabetically arranged by defendant.

Retention Instructions: If documents in the book are duplicated in case files, dispose immediately. If there is no case file duplication, retain permanently.

- F. **Receiving Book** - (same as Receipt Book) - Book listing style of action, amount, charge, credits and balance due.

Retention Instructions: Destroy one (1) year after date of audit report.

- G. **Report Book for Children Admitted & Released** - Book listing admission and release date, name, sex and race.

Retention Instructions: Destroy Immediately.

SECTION C

MUNICIPAL COURT RECORDS

SECTION C

MUNICIPAL COURT RECORDS

1. **BANK RECORD & RECONCILIATION REPORT** – Payee, check number, balance, amount, date, and account number.
Retention Instructions: Destroy one (1) year from date of audit report.
2. **BANK STATEMENTS** - Monthly notices from a bank listing checks and the balances of the court's accounts.
Retention Instructions: Destroy one (1) year from date of audit report.
3. **CASE FILES** – Non-Traffic Criminal Cases
Retention Instructions: Retain all Non-Traffic Criminal Cases f ive (5) years from final disposition with the exception of Theft Cases, Domestic Violence Cases, and Possession of Marijuana 2nd Degree Cases which need to be retained 10 years from date of final disposition.
* (Case Action Summary must be retained permanently in all cases.)
4. **CASH BOOK** - Journal of receipts and disbursements.
Retention Instructions: Destroy ten (10) years from date of audit report.
5. **CHECK STUBS** - Record of checks written, may include case number, receipt number, amount, bank, parties, cost, check number, date, name, total, witness' fees, and balance.
Retention Instructions: Destroy one (1) year from date of audit report.
6. **COPY OF LISTS OF MONIES RECEIVED SENT TO STATE**
COMPTROLLER – Court, date, and total.
Retention Instructions: Destroy one (1) year from date of audit report.
7. **DEPOSIT SLIPS** – Notice accompanying the checks deposited by the clerk into the various court accounts. Includes check number, date, name, and total.
Retention Instructions: Destroy one (1) year from date of audit report.
8. **JOURNAL PAGES** – Loose pages or post book that includes date, check, payments, receipt number, parties, page, term of court, and year.
Retention Instructions: Destroy ten (10) years from date of audit report.
9. **RECEIPT BOOKS** – Case number, date, name, received of, total, clerk's signature, trial tax, amount, parties, receipt number, witness fees, clerk's fees, date issued, fine, and date received.
Retention Instructions: Destroy one (1) year from date of audit report.

10. **TRAFFIC RECEIPTS** – Pre-1977, the receipt contained the parties, charge, address, date, court, case number, type of court, ticket number, and remarks. Post-1977, the receipt is noted on the reverse of the UTC-1 but a separate receipt is given.
Retention Instructions: Destroy one (1) year from date of audit report.
11. **UNIFORM TRAFFIC CITATION & SUPPORTING FORMS (UTC)** – Citations issued for traffic violations.
Retention Instructions:
A. **Non DUI Cases** ----- Destroy five (5) years from date of ticket.
B. **DUI Cases** ----- Retain Permanently.
12. **UTC TRANSMITTAL FORMS** – Reporting form documenting number of traffic citations issued during by local court jurisdiction. Form includes listing of UTC numbers, dates issued, Defendant's name and/or offense, court year, and case number.
Retention Instructions: Destroy one (1) year from date of audit report.
13. **WARRANTS** – Warrants for arrest. Includes parties, date received, date of service, mileage, arresting officer, and remarks.
Retention Instructions: Destroy ten (10) years from date of final disposition of case.
14. **OBSOLETE MUNICIPAL COURT RECORDS** – The following is a listing of obsolete Municipal Court records and books that have been replaced by, consolidated with, or renamed as a result of modernization and/or computer automation.
- A. **Book of Oaths** – Record of oaths taken by public officials.
Retention Instructions: Retain Permanently. Transfer to Department of Archives & History when book is filled.
- B. **Calendar** – (same as LOG REPORT) Court Calendar; contains date, case number, parties, time of hearing, attorneys, charge, defendant, receipt number, received of, clerk's signature, witness fees, solicitor's fees, trial tax miscellaneous fees, judge's name, sex, color, and disposition.
Retention Instructions: Dispose immediately when no longer useful.
- C. **Index Cards**– Cause of action, docketing information, cross reference to other books, case number, parties, page, term of court, and year.
Retention Instructions: Retain Permanently.

SECTION D

EXHIBITS

SECTION D

EXHIBITS (Includes Circuit, District, Juvenile, and Municipal Courts)

1. **EXHIBITS** - A paper, document, chart, map, item of physical / tangible evidence, or the like, referred to and made a part of an affidavit, pleading or brief, produced and exhibited to a court during a trial or hearing, or to a commissioner taking depositions, or to auditors, arbitrators, etc., as a voucher, or in proof of facts, or as otherwise connected with the subject-matter, and which on being accepted, is marked for identification and annexed to the deposition, report, or other principal document, or filed of record, or otherwise made a part of the case. Exhibits may be included as a part of the appendix to appellate briefs.

Retention Instructions:

- A. **Criminal** --In all criminal proceedings (including Youthful Offender cases) which have reached final disposition, Criminal Exhibits of evidence which have not been released to their owner(s) by order of the court, and which are not contraband or firearms, may be disposed of upon written consent of the District Attorney and the Judge who presided over the trial of the case. If the Judge who presided over the case is retired or no longer active, the consent of the current presiding Judge may be obtained in lieu of the trial Judge's consent.
- B. **Civil** ----- Destruction of Civil Exhibits are authorized in accordance with Code of Alabama Section 12-21-8: Registers and Clerks of the Circuit Courts of this State are authorized to and may destroy all exhibits offered and received in evidence in civil cases on or after the expiration of one year from the final disposition of such cases; provided however, that such destruction shall not be accomplished until it has been approved by the presiding Judge of the circuit; provided further, that prior to destruction of the exhibits, the clerk shall notify the party who offered the same into evidence that said exhibits may be obtained within 30 days from the clerk if the offering party so desires. The authority given by this section shall authorize the destruction of such items as certified copies of hospital records subpoenaed by the parties, depositions of parties and witnesses, subpoena's for witnesses, paper exhibits, bulky exhibit items or such other similar items of evidence; provided however that such itemization shall not be deemed to be all inclusive; provided further, that after expiration of the appeal period in such cases and before such destruction, any party at interest, or counsel for such party, may permanently remove and withdraw such exhibits offered by such party upon the written execution of an appropriate receipt therefore, which receipt shall be signed and recorded on the consolidated trial docket of such case.

SECTION E

FINANCIAL RECORDS

SECTION E

FINANCIAL RECORDS

1. **AUDIT REPORTS** - Copy of the audit of each court and division covering disbursements and various fees.
Retention Instructions: Retain last two audits.
2. **AUDIT REPORTS OF OTHER AGENCIES** - Audit reports submitted to the Circuit Clerk by State and Local agencies for review by the Grand Jury.
Retention Instructions: Destroy 2 years from date of audit report.
3. **BANK COLLATERALIZATION LETTER** – Letter from depository bank pledging funds for securing bank accounts.
Retention Instructions: Destroy 2 years from date of audit report.
4. **BANK JOURNAL PRINT SCREEN** – Payee, check number, balance, amount, date, and account number.
Retention Instructions: Destroy 2 years from date of audit report.
5. **BANK RECORD & RECONCILIATION REPORT** – Payee, check number, balance, amount, date, and account number.
Retention Instructions: Destroy 2 years from date of audit report.
6. **BANK STATEMENTS** – Monthly notices from a bank listing checks and the balances of the court's accounts.
Retention Instructions: Destroy 2 years from date of audit report.
7. **CANCELLED CHECKS** – Date, check number, pay to the order of, amount, signature of clerk, bank, parties, and case number.
Retention Instructions: Destroy 2 years from date of audit report.
8. **CASH BOOKS** – Journal of receipts and disbursements.
Retention Instructions: Destroy 2 years from date of audit report.
9. **CASH BOOK REPORT** - Monthly report showing receipts, disbursements, deposits, control account balance and non-disbursed funds balance.
Retention Instructions: Retain 2 years from audit report.

10. **CHECK STUBS** – Record of a check having been written. Includes case number, receipt number, amount, bank, parties, cost, check number, date, name, total, witness' fees, and balance.
Retention Instructions: Destroy 2 years from date of audit report.
11. **CHECK SUMMARIES** – A list of checks printed from each check print requested submitted.
Retention Instructions: Destroy 2 years from date of audit report.
12. **DAILY RECEIPT LISTING / SUMMARY** – A listing of each receipt taken, the case number and fee account where money was receipted, and an accompanying summary of receipts by operator identifiers.
Retention Instructions: Destroy 2 years from date of audit report.
13. **DEPOSIT SLIPS** – Check number, date, name, and total.
Retention Instructions: Destroy 2 years from date of audit report.
14. **GRAND JURY RECEIPTS** – Parties, term of court, days in court, mileage, amount, total, date, case number, name of grand juror, clerk's signature, foreman's signature, and receipt number.
Retention Instructions: Destroy 2 years from date of audit report.
15. **INVOICES** – A written account, or itemized statement of merchandise shipped to or services provided to a purchaser together with the prices and charges to be paid for said goods and/or services.
Retention Instructions: Destroy 2 years from date of audit report.
16. **MONTHLY CHECK SUMMARIES** – A list of checks printed from each end of month check print request submitted.
Retention Instructions: Destroy 2 years from date of audit report.
19. **MONTHLY TRANSMITTAL REPORTS** – A listing of journal accounts of total receipts for the month plus a summary of total journal receipts and disbursements for the month.
Retention Instructions: Destroy 2 years from date of audit report.
20. **NON-DISBURSEMENT REPORT** – A listing by journal accounts of total receipts for the month and a summary of total journal receipts and disbursements for the month.
Retention Instructions: Destroy 2 years from date of audit report.

21. **OUTSTANDING CHECK REPORT** - A listing of outstanding checks as of a certain batch that is used in the bank reconciliation process.
Retention Instructions: Retain 2 years from audit report.
22. **PURCHASE REQUISITIONS** - Request for purchase including item, amount, date, and signature of clerk.
Retention Instructions: Destroy 2 years from date of audit report.
23. **POSTING REPORT** - A verification report that receipts for a closed out batch are posted to the appropriate journal accounts.
Retention Instructions: Destroy 2 years from audit report.
24. **RECEIPTS** – Written or printed acknowledgment of the receipt of money.
Retention Instructions: Destroy 2 years from date of audit report.
25. **RECEIPT BOOKS** – Case number, date, name, received of, total, clerk's signature, trial tax, amount, parties, receipt number, sheriff's fees, clerk's fees, date issued, fine, and date received.
Retention Instructions: Destroy 2 years from date of audit report.
26. **SINGLE ENTRY LEDGER** – Date, name, check number, and amount.
Retention Instructions: Destroy 2 years from date of audit report.
27. **UTC TRANSMITTALS** - A listing of traffic citations that are transmitted to the circuit clerk's office by law enforcement officer, including the signature of the officer swearing the authenticity of the citations being transmitted.
Retention Instructions: Retain 2 years from audit report.
28. **VOIDED CHECKS** - Checks that have been voided, including the reason.
Retention Instructions: Retain 2 years from audit report.
29. **VOIDED RECEIPTS** - Copies of receipts that have been voided, including the reason for the void.
Retention Instructions: Retain 2 years from audit report.
30. **VOUCHERS** – (Same as Checks)
Retention Instructions: Destroy 2 years from date of audit report.

SECTION F

COURT REPORTER RECORDS

SECTION F

COURT REPORTER RECORDS

1. **CASSETTE TAPES** – Cassette tapes of court proceedings.
Retention Instructions:
 - A. Adult Cases ----- May be erased, reused or destroyed at the discretion of the Court Reporter.
 - B. Juvenile Cases ----- Retain for five (5) years after appeal period, then may be erased, reused or destroyed at the discretion of the Court Reporter.
2. **COMPUTER DISK NOTES** – Computer disk copies of court proceedings.
Retention Instructions:
 - A. Adult Cases ----- May be erased, reused or destroyed at the discretion of the Court Reporter.
 - B. Juvenile Cases ----- Retain for five (5) years after appeal period, then may be erased, reused or destroyed at the discretion of the Court Reporter.
3. **DIGITAL & ELECTRONIC AUDIO FILES** - Digitally or electronically stored recorded media of court proceedings.
Retention Instructions: (Same as instructions for CASSETTE TAPES and COMPUTER DISK NOTES)
4. **EXHIBITS** – (Refer to Section D)
5. **NOTEBOOKS, STENO MACHINE NOTES & DIGITAL NOTES** – Shorthand, steno, and/or digital notes of court proceedings.
Retention Instructions:
 - A. If a transcript has been filed, maintain notes one (1) year from the date transcript is filed.
 - B. If there is no transcript filed in a Civil or Domestic Relations case, maintain notes five(5) years from date of the trial.
 - C. If there is no transcript filed in a Criminal case, maintain notes ten (10) years from the date of the trial. Capital Murder cases with no transcript filed, maintain twenty (20) years.
 - D. Presiding Judge has authority to enter appropriate administrative orders directing that records be transferred to a successor court reporter in the event that the court reporter dies, retires or otherwise terminates employment.

*** Note:** All Digital / Electronic media and Computer backup disks / tapes must be capable of being reproduced within the above described time lines.

SECTION G

OBSOLETE COURT RECORDS

**LOOSE RECORDS & BOOKS
NO LONGER MAINTAINED**

SECTION G

OBSOLETE COURT RECORDS

The records listed in this section are books and loose court records that are obsolete and no longer created or maintained by their original name or format. These are various court records which were mostly bound books but may also have been loose records that served an important purpose at one time but have since been replaced by computer automation or a different record type, title or series. Very few, if any, of these records types remain throughout the state as many of these records have already been disposed of in accordance with instructions set forth in the original UJS Retention Schedule that was adopted in 1980.

(Bound books are indicated by an asterisk * beside the item name.)

1. **AFFIDAVIT RECORD** * - Affidavit, complaint (summons and complaint), warrant for arrest, bonds, cost, judgment, appearance bond, affidavit for attachment, affidavit for complaint, name, charge, clerk's complaint, name, charge, clerk's signature, date, case number, and date of filing.
Retention Instructions: Destroy Immediately.
2. **ALIMONY, JUDGMENT OR TRUST ACCOUNT** * - Received of, date, amount, receipt number, disbursements, signature of payee, and check number.
Retention Instructions: Retain as long as case file is maintained.
3. **ALIMONY PAYMENTS*** – Case number, parties, receipts, disbursements, received of, check number, amount, date, payee, signature of, payee, and register's alimony trust account.
Retention Instructions: Retain as long as case file is maintained.
4. **ALPHABETICAL LIST OF ATTORNEYS*** - Record of cases having attorneys appointed by the court for indigent defense.
Retention Instructions: Offer to local bar association and destroy any volumes not accepted.
5. **APPEAL DOCKET*** - Parties, date, case number, attorneys, summons, complaint, appeal bond, affidavit, answer, appeals from lower court, certificate number, citation of appeals, character of action, clerk's fees, cost, demurrer, date of filing, delivered to, exhibit, fees, final decree, disposition, name, motion for hearing, orders of court, page, sheriff's return, bond, testimony, transcript, warrant for arrest, witness' name and address, and amount.
Retention Instructions: Retain for review by the Dept. of Archives and History.
6. **APPEARANCE BOND RECORD** - Date, parties, case number, and appearance bond.
Retention Instructions: Destroy Immediately.
7. **APPEARANCE DOCKET**- Case number, parties, attorneys, date of filing, entries, or register, pleading, affidavit, delivered to sheriff, divorce decree, guardian and ad litem fees, certificate of compliance, executions, demurrer, summons, papers filed, character of action, sheriff's return, time of commencing new suit, order, charge, correspondence, term of court, appearance bond, offense, grand jury number, and decree pro confesso.
Retention Instructions: Destroy Immediately.

8. **APPEARANCE DOCKET AND FEE BOOK** - Case number, parties, sheriff's fees, number, attorneys, clerk's fees, receipts, recapitulation of fees, and action.
Retention Instructions: Destroy Immediately.
9. **APPEARANCE DOCKET, CONSOLIDATED DOCKET AND FEE BOOK, AND DOCKET OF CAUSES IN EQUITY*** - Parties, number, witness' address, charge, amount, orders of court, date issued, and fees.
Retention Instructions: Retain Permanently.
10. **ASSIGNMENT RECORD** - Parties, attorneys, residence, by whom verified, character of claim, date due, date fees collected, attachment bond, commissions, defendant, date of filing, amount of claim, amount allowed, remarks, number, index, date, affidavit, claimant, claimant's address, and date due.
Retention Instructions: Destroy Immediately.
11. **ATTACHMENT RECORD** - Date, affidavit, attachment bond, commissions, defendant and plaintiff.
Retention Instructions: Destroy Immediately.
12. **ATTORNEY'S BOOK (ORDER)** - Parties, case number, attorneys, title of cause, date set for hearing, summons subpoena order, cross reference, year, date, action, orders of court, term of court, charge, defendants, number, affidavit for complaint, order of publications, bill of complaint, decree pro confesso, and answer.
Retention Instructions: Destroy Immediately.
13. **ATTORNEYS RECEIPTS** - Record of case files signed in and out by attorneys.
Retention Instructions: Destroy when all items in book are cleared.
14. **BAIL BOND RECORD** - Attorneys, parents, action, sheriff's return, date and remarks.
Retention Instructions: Destroy when all cases listed are final.
15. **BAILIFF'S CERTIFICATE** - Term of court, days in court, filing date, juror's name, total, and clerk's signature.
Retention Instructions: Destroy one year from date of audit report.
16. **BAR DOCKET*** - Case number, attorneys, parties, date, number, term of court, action, orders, former entries brought forward, judge's entry, character of action, sheriff's return, charge, and offense.
Retention Instructions: Retain permanently.
17. **BAR DOCKET AND FEE BOOK*** - Attorneys, parties, action, set for hearing, cost, pleading, sheriff's return, orders of court, subpoena docket location, witness' proof of payment, clerk's fees, clerk's receipts, cross reference to other books, recapitulation of fees, amount, witness' name, and sheriff's fees.
Retention Instructions: Retain permanently.
18. **BAR DOCKET AND LEDGER*** - Date, case number, parties, attorneys, charge, action, former entries brought forward, and judge's entry.
Retention Instructions: Retain permanently.
19. **BAR DOCKET, FEE BOOK, AND EXECUTION DOCKET*** - case number, parties, pleadings, clerk's fees, sheriff's fees, judgment receipts, miscellaneous fees, clerk's receipts, sheriff's return, date of judgment, and witness's name.

Retention Instructions: Destroy one year from date of audit report.

20. **BOND BOOK OR RECORD*** - Parties, date, name, defendant, number, bonds, appeal bond, oath of office, probate judge's signature, amount, bail bond, supersedeas, judgment, amount brought forward, clerk's fees, register's fees, sheriff's fees, trail tax, court reporter's fees, and charge.
Retention Instructions: Oaths of Office and Official's Bonds - Retain permanently, Courts Bond Book – Immediate Disposal.
21. **BOOK OF OATHS –** Oaths of office and name of employer.
Retention Instructions: Retain permanently.
22. **CASE BLOTTER*** - This is a book with tissue— like paper used to record case papers sent to persons in the course of legal business. The books usually contain the date of filing, case number, defendant, plaintiff, offense, total, disposition, and remarks, as well as the case papers themselves.
Retention Instructions: Transfer to the Dept. of Archives and History.
23. **CASE RECORD*** - Maintained chronologically by term of court and includes date, residence, race, and sex.
Retention Instructions: Destroy immediately.
24. **CERTIFICATE OF SUPREME COURT*** - Book of prose paragraphs listing the follow information: term of court, parties, court from which case appealed, the Supreme Court decision, date decision received by lower court, and signature of register.
Retention Instructions: Retain for review by the Dept. of Archives and History.
25. **CERTIORARI AND SUPERSEDEAS RECORD*** - Endorsements and supersedeas.
Retention Instructions: Destroy immediately.
26. **CHANCERY DOCKET*** - Attorneys, case number, parties, receipts, recapitulation of fees, pleadings, entries of register, decrees of court, orders of court, orders and decrees of term, former order, orders present term, witness, fees, register's fees, date, notice, process, decree, order, judgment entry, clerk's fees, sheriff's fees, sheriff's return, request for decree in vacation, and receipts of officers.
Retention Instructions: Retain permanently.
27. **CIVIL DOCKET*** - Attorneys, parties, case number, action, summons and complaint, set for hearing, papers filed, sheriff's return, orders of court, petition, notice of appeal, date of service, disposition, of case, term of court, charge, itemized bill of costs, cause of action, affidavit, judgment, pleadings filed, date of orders, answer, witness' name and address, case number assignments, and cross references to other books.
Retention Instructions: Retain permanently.
28. **CIVIL DOCKET AND FEE BOOK*** - Attorneys, parties, date, papers filed, sheriff's return, orders of court, action, case number, witness' name and address, set for hearing, sheriff's fees, clerk's fees, constable's fees, library tax, received of, itemized bill of cost, clerk's receipt, check, cost, fees, pleadings, commission to take depositions, judgment, and style of action.
Retention Instructions: Retain permanently.
29. **CLERK'S ACCOUNT OF SHERIFF'S FEEDING PRISONER'S*** - Date, case number, parties, bill of costs, name, charge, sentence, discharge, amount, and clerk's signature.
Retention Instructions: Destroy immediately.

30. **CLERK'S REMITTANCES TO COUNTY CUSTODIAN OF FUND*** - Case number, parties, remarks.
Retention Instructions: Destroy three years from date of audit report.
31. **CLERK'S REPORT OF SOLICITOR'S FEES*** - Parties, amount, sentence, remarks, solicitor's fees, offense, itemized bill of costs, case number, date fees collected, amount of costs remitted, and amount collected.
Retention Instructions: Destroy one year from date of audit report.
32. **CLERK'S REPORT TO TREASURER** – Date fees collected, parties, amount collected, witness' name, court, date of final determination, date paid, remarks, docketing information, style of action, name, witness' fees, script, term of court, clerk's signature, days in court, receipts, date, case number, fine, clerk's receipts, treasurer's receipts, charge, fines and forfeitures, solicitor's fees, and offense.
Retention Instructions: Destroy 10 years from date of audit report.
33. **CLIENT'S LEDGER SUPPORT AND ALIMONY ACCOUNT**– Name, case number, date received, received of, total amount received, register's commission, check number, parties, receipts number, signature of clerk, respondent's address, commissions, orders of court, and court.
Retention Instructions: Retain as long as case file is maintained.
34. **COLLECTIONS OF THE CLERK AND REGISTER*** - Case number, parties, date, amount, style of action, trail tax, court reporter's fees, number, charge, clerk's fees, and total.
Retention Instructions: Destroy one (1) year from date of audit report.
35. **COMBINED MINUTES, ORDERS & FINAL RECORD*** - Summons, parties, answer, divorce decree, Petition under Alabama Uniform Reciprocal Enforcement of Support, pauper's affidavit, certificate of compliance, order, note of testimony, demurrer, appointment and acceptance of guardian, order appointing guardian ad litem, original bill, waiver, and minute entry.
Retention Instructions: Retain Permanently.
36. **COMMISSIONER'S CERTIFICATE*** - Date, case number, commissioner, residence, commissioner's fees, total, witness' name, sheriff's return, date issued, and set for hearing.
Retention Instructions: Destroy one year from date of audit report.
37. **COMMISSION DOCKET*** - Case number, parties, date of filing, witness' name, date issued, date fees collected, commissioner's fees, and commission to take deposition.
Retention Instructions: Destroy Immediately.
38. **COMMISSION DOCKET IN EQUITY*** - Number, attorneys, parties, date filed, date of commission, name and residence of commissioner, sheriff's return, name, name, fees, commission, commissioner's fees, return, and date returned.
Retention Instructions: Destroy Immediately.
39. **COMPLAINT RECORD*** - Warrant of arrest, complaint, summons and affidavit.
Retention Instructions: Destroy Immediately.
40. **COMPLETE RECORD** – (Same as Final Record)
Retention Instructions: Retain Permanently.

41. **CONFESSION OF JUDGMENT** (Same as Record of Judgments Confessed)* - Parties, term of court, charge, fine, date of filing, amount, witness' name, offense, date of sentence, amount collected, cross reference to other books, judge's signature, defendant, and contribution to delinquency of a minor.
Retention Instructions: Destroy Immediately.
42. **CONSOLIDATED DOCKET & FEE BOOK** (Includes County Court Docket & Fee Book, Criminal Docket & Fee Book, and Record & Fee Book)* - Parties, attorneys, case number, action, sheriff's return, set for hearing, pleadings, clerk's fees, sheriff's fees, disbursements, papers filed, decrees, writ, recapitulation of fees, justice's fees, date, charge, itemized bill of costs, orders and decrees of term, subpoenas, witness' name, amount, days, mileage, cash distribution, receipts, date for preliminary hearing, orders of court, cross references to other books executions, cash receipts, return, fees, and judgment.
Retention Instructions: Retain Permanently.
43. **CONVICT DOCKET*** - Case number, convict's name, date of sentence, fees, by whom hired, sentence expires, rate per month, amount due state, date paid, sentence, cost, correspondence, clerk's fees, county tax, constable's fees, county fees, names, remarks, location, sum, charge, parties, clerk's signature, and date due.
Retention Instructions: Transfer to the Dept. of Archives and History.
44. **CONVICTIONS OF STATE CASE*** - Case number, defendant's name, offense, sentence, date of sentence, solicitor's fees, amount, fine, treasurer's receipts, and remarks.
Retention Instructions: Transfer to the Dept. of Archives and History.
45. **COPY OF LISTS OF MONIES RECEIVED WHICH IS SENT TO STATE COMPTROLLER** - Court, date, and total.
Retention Instructions: Destroy one year from date of audit report.
46. **COPY OF MONIES SENT TO STATE AUDITOR** - Date and amount.
Retention Instructions: Destroy one year from date of audit report.
47. **CORAM NOBIS & HABEAS CORPUS*** - Case number, disposal of evidence, ferriage, and petition.
Retention Instructions: Destroy Immediately.
48. **COST BILLS*** - Amount, date, parents, certificate of disposition, case number, charge, charge to defendant, parties, recapitulation of fees, clerk's fees, sheriff's fees, witness' name, date of sentence, offense, justice's fees.
Retention Instructions: Destroy one year from date of audit report.
49. **COST FINES*** - Date of sentence, number, defendant, fine, cost, date, and parties.
Retention Instructions: Destroy one year from date of audit report.
50. **COUNTY COURT DOCKET*** - Case number, attorneys, parties, date, charge, answer, witness' name, sheriff's fees, sheriff's return, orders of court, fees, recapitulation of fees, writ damages, and remarks.
Retention Instructions: Retain Permanently.
51. **COUNTY COURT DOCKET AND FEE BOOK** - (See Consolidated Docket and Fee Book).
Retention Instructions: Retain Permanently.

52. **CRIMINAL AND CIVIL DOCKET*** - Attorneys, parties, witness' name, date, fees, and disposition of case.
Retention Instructions: Retain Permanently.
53. **CRIMINAL CONTRACT RECORD*** - Record of prisoners released to persons as laborers to work out prison term. Term of court, attorneys, witness' name, charges, contract on confession, defendant, fine, date, and judge's signature.
Retention Instructions: Transfer to the Dept.of Archives and History.
54. **CRIMINAL DOCKET*** - Attorney, parties, case number, action, offense, set for hearing, orders of court, recapitulation of fees, cross-reference to other books, witness' name and address, mileage, clerk's fees, constable's fees, sheriff's fees, receipts of officers, sheriff's return, disposition of case, and notation for minutes.
Retention Instructions: Retain Permanently.
55. **CRIMINAL DOCKET AND FEE BOOK** – (Same as Consolidated Docket and Fee Book)
Retention Instructions: Retain Permanently.
56. **CRIMINAL FEE SHEETS** – Date, capital, fi fa, disposed, convicted, felonies, misdemeanors, quasi-criminal, city appeal, cases, and daily record of cases set.
Retention Instructions: Destroy one year from date of audit report.
57. **CRIMINAL REPORT OF TRIAL TAX*** - Case number, style, amount and date.
Retention Instructions: Destroy one year from date of audit report.
58. **CURRENT DOCKET – CRIMINAL CASES*** -Attorneys, parties, set for hearing, action, orders of court, sheriff's return, Sheriff's fees, clerk's fees, cross reference to other books, justice's fees, recapitulation of fees, witness' name, deposition, and date.
Retention Instructions: Retain Permanently.
59. **DAILY RECORD OF CASES HANDLED** - Date, capital, fi fa, whether the case is disposed of, convicted, felonies, misdemeanors, quasi-criminal, city appeal cases, and daily record of cases set.
Retention Instructions: Transfer to the Dept.of Archives and History.
60. **DECREE PRO CONFESSO IN PUBLICATION*** - Parties, attorneys, date of filing, case number, decree pro confesso, order of publication, sheriff's return, orders of court, bill taken as confessed, decree pro confesso on personal service, order of publication to non-resident or unknown defendant, bill of complaint, testimony, certificate of publication, action, term of court, judgment, and final judgment at rules.
Retention Instructions: Retain Permanently.
61. **DECREE PRO CONFESSO ON SUMMONS***- Summons, decree pro confesso, case number, signature, term of court, parties, and register's orders.
Retention Instructions: Retain Permanently.
62. **DEFAULT DOCKET*** - Case number, attorneys parties, action, sheriff's docket, order of court, and internal index.
Retention Instructions: Retain Permanently.
63. **DELAYED BIRTH REGISTER** – Date, sex, total, name, clerk's signature, and receipts.
Retention Instructions: Transfer to Probate Office.

64. **DELINQUENT TAX DOCKET*** - Attorneys, owner, description, year, tax, fine, cost, total, sheriff's return, decree for sale rendered, decrees of court, case number, name of purchaser, description of property ordered sold, complaint, amount, assessment for sidewalks, issue of notice, return of notice, date of filing, interest, decree, delinquent tax, sheriff's fees, order, and solicitor's fees.
Retention Instructions: Retain Permanently.
65. **DEPT. OF PENSIONS AND SECURITY ASSIGNMENTS AND ORDERS** – Assignment of Rights to support, pursuant to Title IV of the Social Security Act as amended.
Retention Instructions: Rights to support, pursuant to Title IV of the Social Security Act as amended. If loose record, maintain as long as case file is maintained. If books, destroy 20 years from date of last entry in book.
66. **DETINUE BOOK AND FINAL RECORD***- Affidavit, summons & complaint, bonds, plaintiff's replevy bond, and action of detinue.
Retention Instructions: Retain for review by the Dept. of Archives and History.
67. **DETINUE RECORD*** - Plaintiff's replevy bond and action of detinue, detinue, affidavit, parties, criminal agreement, and summons and complaint.
Retention Instructions: Retain for review by the Dept. of Archives and History.
68. **DISMISSAL RECORD*** - Case number, parties, date, and cost assessed to complainant.
Retention Instructions: Retain for review by the Dept. of Archives and History.
69. **DISPOSITION REPORTS*** - Case number, attorneys, date, interrogatories, and disposition.
Retention Instructions: Destroy three years from date of audit report.
70. **DISTRIBUTION REGISTER*** - Defendant, amount, net amount remitted, date, name, case number, receipt number, bank, and fees.
Retention Instructions: Destroy one year from date of audit report.
71. **DIVORCE DOCKET** – (Same as Divorce Record).
Retention Instructions: Retain Permanently.
72. **DIVORCE RECORD** (Same as Divorce Docket)* - Parties, date, dismissal, verdicts, decree, date of filing, case number, name, sheriff's return, age, color, alimony, disposition, date of judgment, residence, attorneys, orders of court, and term of court.
Retention Instructions: Retain Permanently.
73. **DOCKET FOR DISPOSED CASES – STATE*** - Attorneys, parties, action, date of filing, orders of court, date of service, sheriff's return, pleadings, judgment, minute entry, charge, sheriff's fees, case number, and cross reference to other books.
Retention Instructions: Retain Permanently.
74. **DOCKET OF CAUSES IN EQUITY*** - Attorneys, parties, date of filing, bill of complaint, answer, decree, order, case number, cause of action, witness' name, disposition, of case, justice's fees, constable's fees, judge's signature, term of court, decree pro confesso, orders of court, decrees of court, affidavit, notice, clerk, former decrees, former orders, orders and decrees of term, pleadings, and entries of register.
Retention Instructions: Retain Permanently.
75. **DOCKET OF CLAIMS*** - Attorneys, parties, claimant, claimant's address, case number, style of action, date of filing, date of dividend, date of judgment, order, to whom due, date due, character, trust account, receipt, total, trial tax, sheriff's fees, miscellaneous fees, by

whom verified, additional grounds of objection, date fees collected, balance, and character of claim.

Retention Instructions: Retain Permanently.

76. **DOCKET OF CLAIMS FILED BY CREDITORS*** - Attorneys, parties, amount, claimant, claimant's address, amount of claim, by whom verified, date due, date of filing, remarks, and amount allowed.

Retention Instructions: Retain Permanently.

77. **DOCKET OF FORMER PROCEEDINGS*** - Parties, date, answer, sheriff's return, order by register at rules, and orders of court.

Retention Instructions: Retain Permanently.

78. **DOMESTIC RELATIONS DOCKET*** - Name, race, sex, date, petition, appearance bond, witness' name and address, motion, attorneys, disposition of case, receipts, disbursements, parties, and case number.

Retention Instructions: Retain Permanently.

79. **DOMESTIC RELATIONS DOCKET AND FINAL RECORDS*** - Parties, number, decrees of court, final decree, attorneys, judgment, order, settlement agreement, modification decree, and divorce decree.

Retention Instructions: Retain Permanently.

80. **ESTRAY RECORD*** - Name, date, number, description, owner, bonds, amount, judge's signature, value of property, cost, date received, and an internal index.

Retention Instructions: Retain for review by the Dept. of Archives and History.

81. **EVIDENCE DOCKET*** - Parties and testimony.

Retention Instructions: Destroy Immediately.

82. **EXECUTION AND APPEARANCE DOCKET*** - Attorneys, case number, parties, charge, character of action, sheriff's return, execution issued, and date executed.

Retention Instructions: Retain for review by the Dept. of Archives and History.

83. **EXECUTION DOCKET*** - Parties, attorneys, case number, recapitulation of fees, execution issued, executions, judgment, date of judgment, execution for costs, sheriff's return, term of court, action, when delivered to sheriff, sheriff's fees, commissioner's fees, fi fa, orders of court, amount of decree, constable's fees, solicitor's fees, fine, amount, date returned, date fees collected, cost, witness' fees, and papers filed.

Retention Instructions: Destroy three years from date of audit report.

84. **EXECUTION DOCKET AND FEE BOOK*** - Case number, attorneys, parties, date issued, date

delivered to sheriff, date returned, clerk's fees, recapitulation of fees, receipts, judgments, costs, and date issued.

Retention Instructions: Destroy three years from date of audit report.

85. **EXECUTIONS AND ATTACHMENTS*** - Attorneys, execution issued, execution returned, case number, creditor, debtor, date of judgment, and remarks.

Retention Instructions: Destroy three years from date of audit report.

86. **FEE BOOK*** - Case number, cross reference to other books, date, parties, amount, decree, sheriff's fees, register's fees, receipts, miscellaneous fees, summary, remarks, term of court, witness' fees, recapitulation of fees, bill of costs, receipts of officers, docketing information,

days, number date of filing, printer's fees, commissioners fees, solicitor's fees, guardian ad litem fees, credits, trial tax, total tax, mileage, fine, summary, papers filed, executions, judge's signature, sworn statement that fees received, balance, and account number.
Retention Instructions: Destroy three years from date of audit report.

87. **FIDUCIARY FUND*** - Beneficiary, term of court, source of referral, received of, date received, on account of, amount, date, case number, trial tax, payee, payer, cash distribution, summary, judgment receipts, cause of action, days, court, and date fees collected.
Retention Instructions: Destroy one year from date of audit report.
88. **FINAL AND INDICTMENT RECORD*** - Indictment, endorsements, writ of arrest, and appearance bond.
Retention Instructions: Retain Permanently.
89. **FINAL RECORD (Same as Complete Record and Civil Final Record Papers Filed)*** - Case number, parties, date of filing, term of court, answer, agreement of counsel, bonds, citation of appeals, cross bill, demurrer, exhibit, minute entry, note of testimony, complaint, capias endorsement, sheriff's return, true bill, amount received, register's commission, request for decree in vacation, original bill, petition, summons, transcript, wills, action, sheriff's return, order, writ, warrant for arrest, indictment, bail bond, witness' name, description of property, register's sale, petition to modify, and decree pro confesso.
Retention Instructions: Retain Permanently.
90. **FINAL RECORD AND GRAND JURY DOCKET*** - Verbatim minutes, date, parties, case number, indictment, offense, charge, orders of court, and summons and complaint.
Retention Instructions: Retain Permanently.
91. **FINAL RECORD AND MINUTES*** - Parties, attorneys, writ, summons, summary, request, complaint, correspondence, bonds, indictment, judgment, true bill, minute entry, sci fa, and decree pro confesso.
Retention Instructions: Retain Permanently.
92. **FINAL RECORD INDICTMENTS** – (Same as Indictment).
Retention Instructions: Retain Permanently.
93. **FINAL RECORD OF AFFIDAVITS AND WARRANTS OF ARREST (Same as State Final Record and Affidavit and Warrant)*** - Parties, case number, attorneys, date of filing, warrant for arrest, bonds, affidavit, cross reference to final record, and witness' name.
Retention Instructions: Destroy ten years from date of last entry in book.
94. **FINAL RECORD OF FORFEITURES*** - Dates for sci fa, warrant for arrest, sheriff's appearance bond, and defaulting bonds.
Retention Instructions: Destroy Immediately.
95. **FINAL RECORD WAIVER OF INDICTMENTS AND APPEALS*** - Appearance bond, appeal bond, indictment, warrant for arrest, sheriff's appearance bond, summons, capias, affidavit for warrant, petition, and certificate of appeals.
Retention Instructions: Retain Permanently.
96. **FINE AND FORFEITURE CERTIFICATES*** - Case number, defendant, charge, execution issued, disposition of case, sentence, action, fine, clerk's fees, amount, clerk's signature, date, and certificate number.
Retention Instructions: Destroy one year from date of audit report.

97. **FINAL AND FORFEITURE FUND*** - Claimant, character of claim, charge, disposition of case, claims, in whose favor, amount, date paid, case number, clerk's fees, payee, and payer.
Retention Instructions: Destroy one year from date of audit report.
98. **FINE AND FORFEITURE RECEIPTS*** - Case number, parties, term of court, charge, clerk's signature, disposition of case, fees, total, received of, sum, date executions, clerk's fees, trial tax, fine, sheriff's fees, solicitor's fees, court reporter's fees, moving traffic violation, ex-sheriff's fees, justice's fees, and library tax.
Retention Instructions: Destroy one year from date of audit report.
99. **FOREIGN DOCKET*** - Case number, parties, attorneys, term of court, clerk's fees, executed, sheriff's fees, date received, date returned, summons, and writ of injunction.
100. **FORFEITURE BOND BOOK*** - Date, parties, case number, charge, fine, term of court, and final judgment.
Retention Instructions: Destroy Immediately.
101. **FORFEITURE WRITS*** - Papers pertaining to forfeiture proceedings.
Retention Instructions: Retain as long as case file is maintained.
102. **FUNDS TRANSFERRED TO CLERK OF CIRCUIT COURT BY EX- CLERK OF CIRCUIT*** - Amount, number of case, plaintiff, defendant, date, fees, debit, pay to the order of, check number, credits, judgment, and clerk's fees.
Retention Instructions: Destroy one year from date of audit report.
103. **GENERAL CLAIM FUND*** - Clerk's fees, clerk's signature, charge, case number, deposition, executions issued, execution returned, judge's signature, term of court, disposition of case, fees, and parties.
Retention Instructions: Destroy one year from date of audit report.
104. **GENERAL DOCKET*** - Case number, attorneys, verbatim orders of court, remarks, bill of costs, memo to file, attorney's receipts, decree, parties, sheriff's return, cause of action, pleas, writ, judgment, and register's fees.
Retention Instructions: Retain Permanently.
105. **GENERAL FUND RECEIPTS*** - Case number, charge, execution issued, judge's signature, recapitulation of fees, term of court, parties, clerk's fees, clerk's signature, disposition of case, date, and executions.
Retention Instructions: Destroy one year from date of audit report.
106. **GRAND JURY DOCKET** - Parties, charge, case number, attorneys, date, offense, true bill, date issued, sheriff's return, witness' name and address, days, mileage, ferriage, issue of notice, docketing information, foreman's signature, cross-reference to other books, term of court, and disposition of case.
Retention Instructions: Retain Permanently.
107. **GRAND JURY RECEIPTS** - Parties, term of court, days in court, mileage, amount, total, date, case number, name of grand juror, clerk's signature, foreman's signature, and receipts number.
Retention Instructions: Destroy three years from date of audit report.

108. **GRAND JURY REPORT** – Date, parties, case number, true bill, arrest warrant report, affidavit, bonds, sheriff's return, amount of certificate, foreman's signature and foreman's report.
Retention Instructions: Retain Permanently.
109. **GRAND JURY WITNESS CERTIFICATES** – Case number, date, certificate number, witness' name, mileage, amount, foreman's signature, days, parties, total, date issued, grand jury number, and residence.
Retention Instructions: Destroy three years from date of audit report.
110. **HABEAS CORPUS DOCKET*** - Parties, action, sheriff's return, set for hearing, attorneys, docketing, information, orders of court, cross reference to other books, date issued, witness' name, residence, disposition, appeal, fees, and amount of certificate.
Retention Instructions: Retain Permanently.
111. **HARD LABOR TRANSCRIPT*** - Case number, date, parties, clerk, cost, fine, remarks, and offense.
Retention Instructions: Transfer to the Dept. of Archives and History.
112. **INDICTMENT RECORD (Same as Final Record Indictments)** – Case number, date, parties, attorneys, indictment, true bill, witness' name and address, charge, endorsements, summary, clerk's signature, and bail bond .
Retention Instructions: Retain Permanently.
113. **INFERIOR WRIT** – (Same as Writ Docket.)
Retention Instructions: Retain for review by the Dept. of Archives and History.
114. **INFORMATION RECORD*** - charge, pleas, and certificate of service.
Retention Instructions: Retain Permanently.
115. **ISSUE DOCKET*** - Parties, sheriff's return, date issued, and date of delivery.
Retention Instructions: Retain for review by the Dept. of Archives and History.
116. **ITEMIZED DOCKET*** - Case number, parties, and list of papers filed.
Retention Instructions: Retain Permanently.
117. **JOURNAL*** - Parties, date, summons, affidavit for complaint, bill of complaint, decree pro confesso, answer, total amount received, order of publication, cash distribution, summary, check number, amount, and commissions.
Retention Instructions: Retain for review by the Dept. of Archives and History.
118. **JOURNAL AND RECEIPTS*** - Parties, case number, date, balance, bank, pay to the order of, amount, total, and received of.
Retention Instructions: Destroy one year from date of audit report.
119. **JUDGE'S BENCH DOCKET*** - Attorneys, parties, action, amount, sheriff's return, and orders present term.
Retention Instructions: Retain Permanently.
120. **JUDGE'S DOCKET*** - Attorneys, case number, parties, term of court, judgment, pleadings, entries of register, former decrees, notice to opposite parties, orders and decrees of term.
Retention Instructions: Retain Permanently.

121. **JUDGMENT AND DECREES*** - Case number, complaint, parties, date, attorneys, judgment, amount, certification of plain-tiff's settlement, received of, and clerk's signature.
Retention Instructions: Retain Permanently.
122. **JUDGMENT AND EXECUTION DOCKET*** - Case number, parties, date, judgment, cost, amount, date issued, and date executed.
Retention Instructions: Retain Permanently.
123. **JUDGMENT AND LIEN RECORD*** - Parties, date, attorneys, date of filing, and probate judge's signature.
Retention Instructions: Retain Permanently.
124. **JUDGMENT DOCKET (ALSO JUDGMENT RECORD)*** - Parties, case number, attorneys, term of court, judgment, detinue, pleadings, sci fa, affidavit, clerk's fees, sheriff's fees, commissioner's fees, printer's fees, justice's fees, witness' fees, garnishee's fees, charge, date issued, parents, decree, order, appeal, attachment bond, executions, Petition under Alabama Uniform Reciprocal Enforcement of Support, final decree, subpoenas, and divorce decree.
Retention Instructions: Retain Permanently.
125. **JUDGMENT DOCKET AND GARNISHMENTS*** - Attorneys, charge, style of action, sheriff's return, papers filed, orders of court, minutes, sheriff's fees, and clerk's fees. (Criminal proceedings only).
Retention Instructions: Retain 75 years from date of last entry in book, then to be reviewed by Dept. of Archives and History.
126. **JUROR'S CERTIFICATES** - Case number, mileage, days in court, total, date, number, juror's name, clerk's signature, certificate number, term of court, amount, parties, judge's name, foreman's signature, bank, and date of service.
Retention Instructions: Destroy one year from date of audit report. (Jury Commission copy governed by Section 12-16-64).
127. **JURY BOOK*** - Name, occupation, return, orders of court, summons, precinct, age, residence, business address, jury list, date, date issued, court, justice's name, how returned, and minutes.
Retention Instructions: Retain two years from date of court session, then to be reviewed by the Dept. of Archives and History. (Jury Commission copy governed by Section 12-16-64).
128. **JURY LIST*** - Date, name, occupation, residence, remarks, number, business, address, employer, date of service, jury list, term of court, age, and justice's name.
Retain two years from date of court session, then to be reviewed by the Dept. of Archives and History (Jury Commission copy governed by section 12-16-64).
129. **JUSTICE OF PEACE DOCKET*** - Attorneys, case number, cause of action, date, action, warrant for arrest, writ, summons, complaint, style of action, execution issued, orders of court, witness' name, cost, fees, sheriff's fees, country fees, bail bond, disbursement, judge's signature, disposition of case, judgment entry, amount, affidavit, executed, fines and forfeitures, judgment, fi fa, and disposition.
Retention Instructions: Retain Permanently.
130. **LEDGER CARD *** - Case number, name, residence, employer, date paid, and amount received.
Retention Instructions: Retain as long as case file is maintained.

131. **LETTER BOOK (Also CARBON BOOK)*** - Duplicate correspondence.
Retention Instructions: Transfer to the Dept. of Archives and History.
132. **LIQUOR DOCKETS*** - Case number, parties, attorneys, witness' name, date, jury list, charge, receipts, amount, fees, and internal index.
Retention Instructions: Transfer to the Dept. of Archives and History.
133. **MEMORANDA DOCKET*** - Attorneys, parties, date, and orders of court.
Retention Instructions: Retain for review by the Dept. of Archives and History.
134. **MINUTES AND EXECUTIONS*** - Orders, number, parties and correspondence.
Retention Instructions: Retain Permanently.
135. **MINUTES AND FEE BOOK*** - Parties, date, case number, organization of court, minutes, minute entry, complaint, fees, recapitulation of fees, amount, witness' fees, justice's fees, sheriff's fees, and clerk's fees.
Retention Instructions: Retain Permanently.
136. **MINUTES AND JUDGMENTS*** - Organization of court, term of court, orders of court, minutes, minute entry, and judgment.
Retention Instructions: Retain Permanently.
137. **MINUTES AND ORDER BOOK*** - Parties, case number, petition, decree, final decree, note of testimony, request for decree in vacation, answer, decree pro confesso on personal service, divorce decree, modification decree, order, and minutes.
Retention Instructions: Retain Permanently.
138. **MINUTES DIVORCE DECREE*** - Verbatim divorce decree.
Retention Instructions: Retain Permanently.
139. **MISCELLANEOUS BOND*** - Various types of bonds, certiorari, etc, and garnishments on summons.
Retention Instructions: Retain for review by the Dept. of Archives and History.
140. **MISCELLANEOUS RECORD*** - Papers that had not been recorded in the proper books for a court and division. Included are executions, execution issued, fees, fi fa, return, judge's signature, judgment, summary, complaint, divorce decree, list of papers filed, and orders.
Retention Instructions: Retain Permanently.
141. **MISDEMEANOR RECEIPTS*** - Case number, parties, sum, total, type of arrest, fees and date.
Retention Instructions: Destroy one year from date of audit report.
142. **MONTHLY REPORT TO SUPREME COURT*** - Report of the number of cases tried during the month broken down by court and division. It contains the date of the report, judge's name, and clerk's signature.
Retention Instructions: Retain for review by the Dept. of Archives and History.
143. **MOTION DOCKET*** - Parties, attorneys, orders of court, statement of motion, certificate of service, please in abatement, judgment, motion to dismiss, judge's entry, character of action, amount of claim, nature of motion, motion to produce, motion to quash service, motion to set down, and internal index.
Retention Instructions: Retain Permanently.

144. MOTION DOCKET AND MINUTES* - Case number, parties, term of court, minutes, and motion.

Retention Instructions: Retain Permanently.

145. NATURALIZATION PAPERS* - Miscellaneous papers relating to a request for naturalization. Includes the petition and affidavit from persons known to petitioner swearing he/she has been a resident for the required period of time for naturalization.

Retention Instructions: Retain Permanently.

146. NATURALIZATION RECORD* - Oath of allegiance, orders of court, parties, petition, affidavit, nationality, attorney, charge, term of court, date, judge's signature, clerk's signature, county of residence, name, decree of citizenship, reference, application for citizenship, affidavit of citizen, certificate of foregoing declaration, and certificate of naturalization.

Retention Instructions: Retain Permanently.

147. NOTICE OF LIS PENDENS* - Parties, notice and signature of probate judge.

Retention Instructions: Transfer to Probate Office.

148. OFFICE DOCKET AND FEE BOOK* - Case number, parties, attorneys, papers filed, date, and fee paid.

Retention Instructions: Retain one year from date of audit report, then review by the Dept. of Archives and History.

149. OFFICE DOCKET IN EQUITY* - Case number, parties, papers filed, date, itemized bill of cost, fees, executions, and decree.

Retention Instructions: Retain Permanently.

150. ORDER AND MOTION BOOK* - Attorneys, case number, parties, date, motion, order, decree pro confesso, settlement agreement, decree, divorce decree, discharge, motion to place juvenile in custody of parents, and motion to dismiss.

Retention Instructions:

Retain Permanently.

151. ORDER BOOK* - Parties, case number, date, order, signature of register, note of testimony, order of publication, summons, order of publication to non-resident or unknown defendant, judge's signature, appointment and acceptance of guardian, decree pro confesso, certificate of publication, order appointing guardian ad litem, number, date of filing, order by register at rules, entries of register, register's orders, motion, testimony, publication, petition, defendant's goods liable to levy and sale, deposition, decree for sale rendered, reviving bill, on whom served, correspondence, and bill of complaint.

Retention Instructions: Retain Permanently.

152. ORDER BOOK AND APPEARANCE DOCKET* - Case number, attorneys, parties, action, orders pending trial, term of court, sheriff's return, order, and date.

Retention Instructions: Retain Permanently.

153. ORDER DOCKET FOR SUMMONS* - Case number, parties, clerk's signature, summons, attorney's signature, and date.

Retention Instructions: Destroy Immediately.

154. ORDERS FOR SUBPOENAS* - Case number, title of cause, style, order, charge, witness' name, and residence.

Retention Instructions: Destroy Immediately.

155. ORDERS OF PROBATION* - Parties, case number, defendant, race, sex, orders of court, date of filing, amount to pay, fees, conditions of probation, disbursements, receipts, occupation, probation, probation report, offense, sentence, date convicted, request for probation, orders pending trial, charge, age, judge's signature, and remarks.

Retention Instructions: Retain as long as case file is maintained.

156. ORGANIZATION AND SPECIAL ORDERS OF COURT*- Parties, attorneys, organization of court, complaint, correspondence, order, response, expenditures, grand jury report, jury list, sheriff's return, and clerk's signature.

Retention Instructions: Retain Permanently.

157. PEG BOARD PAGES – Support agreement, alimony, date, check, payments, receipt number, partial collections, total amount received, and check number.

Retention Instructions: Destroy ten years from date of audit report.

158. PLEA AND DEMURRER DOCKET* - Demurrer, motion, pleas, parties, date, and attorneys.

Retention Instructions: Destroy Immediately.

159. PLEA RECORD* - Parties, attorneys, case number, date of filing, clerk, pleas, demurrer, complaint, exhibit, affidavit for attachment, bonds, cost, appeal bond, judgment, certificate of transcript, amended complaint, endorsements, attachment bond, sheriff's return, and indictment.

Retention Instructions: Retain for review by Dept. of Archives and History.

160. PROBATION DOCKET* - Case number, parties, attorneys, charge, offense, date of sentence, sentence, type of court, request for probation, ruling on applicant's request, probation report, race, sex, age, judge's signature, type of court, fine, receipts, and disbursements.

Retention Instructions: Destroy one year from date of audit report.

161. PROBATION DOCKET AND MINUTE BOOK* - Case number, parties, color, sex, request for probation, age, offense, date of sentence, sentence, and occupation.

Retention Instructions: Retain Permanently.

162. PUBLICATION RECORD* - Decree pro confesso, publication, parties, affidavit, receipts, summons, order of publication, case number, non-resident notice, and signature of register.

Retention Instructions: Retain Permanently.

163. RECALLED ORDERS OF COURT* - Case number, receipt number, parties, date, and signature of clerk.

Retention Instructions: Destroy Immediately.

164. RECEIPT BOOK FOR MONEY PAID OUT* - Case number, parties, date, name, mileage, days, fine, cost, amount, total, received of, trial tax, and clerk's signature.

Retention Instructions: Destroy one year from date of audit report.

165. RECEIPT JOURNAL AND CHECK REGISTER * - Case number, parties, date received, received of, pay to the order of, receipt number, check number, total, and register's commission.

Retention Instructions: Destroy one year from date of audit report.

166. RECORD AND FEE BOOK – (Same as Consolidated Docket and Fee Book).

Retention Instructions: Retain permanently.

167. RECORD BOOK* - Parties, sheriff's return, set for hearing, summons, complaint, attorneys, bonds, disposition, charge, direct index, action, orders of court, verdicts, endorsements, exhibits, demurrer, and note of testimony.

Retention Instructions: Retain permanently.

168. RECORD OF CAPIAS AND BONDS* - Term of courts, defendant, witness' name, case number, amount of certificate, capias, appearance bond, and parties.

Retention Instructions: Destroy immediately.

169. RECORD OF CASES DOCKETED* - Parties, summons and complaint, attachment writ; amended complaint, judgment, sheriffs return, writ of garnishment, name, date, style of action, affidavit, and cause of action.

Retention Instructions: Retain book 30 years from date of last entry, then review by the Dept. of Archives and History.

170. RECORD OF DECLARATION OF INTENTION TO BECOME A CITIZEN* - Declaration of intent and affidavit from two citizens personally acquainted with petitioner swearing petitioner has lived in country for prescribed period of time. Petition marked accepted or rejected.

Retention Instructions: Retain permanently.

171. RECORD OF FINES AND COSTS* - Case number, parties, date of sentence, offense, amount of fine forfeited, amount of costs remitted, check number, total, clerk's signature, and net amount remitted.

Retention Instructions: Destroy one year from date of audit report.

172. RECORD OF JUDGMENTS CONFESSED – (Same as Confession of Judgment).

Retention Instructions: Destroy Immediately.

173. RECORD OF SUMMONS* - Parties, attorney, court, date of filing, term of court, summons, decree, amount, remarks, judgment, and cost.

Retention Instructions: Destroy Immediately.

174. RECORD – VIOLATION PROHIBITION LAW* - Case number, defendant, arresting office, amount of liquor, date liquor destroyed, former convictions, and disposition of case.

Retention Instructions: Transfer to the Dept. of Archives and History.

175. RECORDS OF PLEADINGS AND PROCESS* - Case number, parties, attorneys, complaint, endorsements, exhibits, original bill, note of testimony, warrant of arrest and cross reference to other books.

Retention Instructions: Retain for review by the Dept. of Archives and History.

176. RECORD OF TRIAL TAX COLLECTED (Same as Report of Trial Tax Collected).

Retention Instructions: Destroy one (1) year from date of audit report.

177. RECORDS OF TRUST* - Parties, summons and complaint, term of court, sheriff's return, register's report, register's sale exhibit, executors, sworn statement, final decree, report of findings of reference, register's fees, and solicitor's fees.

Retention Instructions: Retain permanently.

178. REGISTER'S DOCKET* - Case number, complaint, parties, decree pro confesso, order or publication, answer, date, decree, minutes, decree pro confesso on personal service, term of court, attorneys, action, style, order, and service of process.

Retention Instructions: Retain permanently.

179. REGISTER OF CLAIMS* - Date of filing, character of claim, amount, date paid claims, character, and remarks.

Retention Instructions: Retain for review by the Dept. of Archives and History.

180. REGISTER OF COMMISSIONS TO TAKE DEPOSITIONS* - Attorneys, parties, witness' name and address, interrogatories, notices to opposite parties, rebutting interrogatories, deposition, date, commissions to take depositions, date of commission, commissioner, commission, date set, remarks, filing date, cross interrogatories, deposition, date returned, and residence.

Retention Instructions: Destroy Immediately.

181. REGISTER OF EXECUTIONS* - Case number, defendant, execution issued, judgments, attorneys, parties, order, and proceedings before the court.

Retention Instructions: Destroy Immediately.

182. REGISTER OF HARD LABOR FUND* - Case number, parties, offense, sentence, fine, clerk's fees, sheriff's fees, solicitor's fees, witness fees, amount collected, date paid, total, and remarks.

Retention Instructions: Retain for review by the Dept. of Archives and History.

183. REGISTER OF JUDGMENTS AND COSTS* - Case number, date, cost, fees, indictment, and judgment.

Retention Instructions: Destroy Immediately.

184. REGISTER OF OFFICIAL COURT REPORTER'S CASE* - Case number, reporter lists.

Retention Instructions: Retain for review by the Dept. of Archives and History.

185. REGISTER OF SOLICITOR'S FEES* - Case number, defendant, offense, sentence, date of sentence, solicitor's fees, amount collected, remarks, clerk's signature, parties, term of court,

Retention Instructions: and fine.

Destroy one year from date of audit report.

186. REGISTER'S SALE BOOK (Same as Sale Record Register in Chancery)* - Case number, parties, description of property ordered sold, receipts, remarks, number, register's fees, judgment receipts, amount, description, credits, decree for sale rendered, reference, publication, attorneys, recapitulation of fees, and cost.

Retention Instructions: Retain permanently.

187. REMITTANCE RECORD* - Date, case number, parties, number of entry, style of action. Offense, disposition, receipt number, county of residence, fine, justice's fees, court reporter's fees, state tax, sheriff's fees, witness' fees, trial tax, solicitor's fees, miscellaneous fees, date fees collected, total, and other fees.

Retention Instructions: Destroy one year from date of audit report.

188. REPORT OF COLLECTIONS AND REMITTANCES* - Date, parties, case number, receipts, offenses, date fees collected, trail tax, solicitor's fees, receipt number, county, fees, state fees, justice's fees, witness' fees, sheriff's fees, fine, fair trail tax, court reporter's fees, miscellaneous fees, clerk's signature, court writ of arrest, deposition, cost, and fines and forfeitures.

Retention Instructions: Destroy one year from date of audit report.

189. REPORT OF FINE AND FORFEITURE* - Case number, parties, date, offense, date of sentence, fine, date paid, received of, and remarks.

Retention Instructions: Destroy one year from date of audit report.

190. REPORT OF FINES COLLECTED FOR VIOLATION OF HIGHWAY CODE* - Case number, parties, date, warrant of arrest, sentence, date of sentence, offense, judgment, charge, court, pleas, net amount remitted, award of dividend, amount of fine forfeited, fees, total amount received, date returned, clerk's signature, and remarks.

Retention Instructions: Destroy one year from date of audit report.

191. REPORT OF MONEY DUE COUNTY TREASURER* - case number, parties, amount, received of, sum, total, treasurer's receipts, trial tax, witness' fees, solicitor's fees, fines and forfeitures, date paid, court reporter's fees, and charge.

Retention Instructions: Destroy one year from date of audit report.

192. REPORT OF REGISTER'S, SHERIFF'S AND COURT REPORTER'S FEES IN CIRCUIT COURT* - Case number, parties, date, total, sheriff's fees, clerk's fees, register's fees, and offense.

Retention Instructions: Destroy one year from date of audit report.

193. REPORT OF TAX, FINES AND FEES COLLECTED* - Case number, date, receipts, clerk's fees, sheriff's fees, style of action, county tax, date of sentence, sentence, number, solicitor's fees, trial tax, payee, county fees, court reporter's fees, fine, defendant, clerk's receipts and signature, date paid, bank deposits, date fees collected, state fees, attorneys, miscellaneous fees, offense, nature of complaint, state tax, remarks, disposition, and total.

Retention Instructions: Destroy one year from date of audit report.

194. REPORT OF TRIAL COLLECTED (Same as Record of Trial Tax Collected)* - Case number, parties, date, fees, amount, charge, clerk's signature, date fees collected moving traffic violation, fair trial tax, fine, solicitor's fees, trial tax, style of action, date of pending docket, total, miscellaneous fees, docketing information, clerk's fees, signature of register, state fees, county fees, and gross amount collected.

Retention Instructions: Destroy one year from date of audit report.

195. REPORT OF UNCLAIMED WITNESS FEES* - Case number, parties, date, amount, witness' name, final judgment, and determination.

Retention Instructions: Destroy one year from date of audit report.

196. RULES AND ORDERS* - Parties, attorneys, register's orders, decree pro confesso, decree pro confesso on personal service, judge's entry, orders of court, order by register at rules, and order.

Retention Instructions: Retain permanently.

197. RULE DOCKET* - Attorneys, case number, parties, papers filed, roll of attorneys, and orders of court.

Retention Instructions: Retain for review by the Dept. of Archives and History.

198. Sale Record: Register in Chancery (Same as Register's Sale Book).

Retention Instructions: Retain permanently.

199. SCI FA FEE BOOK* - Parties, charge, date of filing, sureties on bond, cost, attorneys' papers filed, orders and decrees of term, local fees, register's fees, recapitulation of fees, sheriff's return, and direct index.

Retention Instructions: Retain permanently

200. SCI FA Record* - Parties, Clerk, sureties on bond, signature of clerk, charge, sheriff's return, attorneys, and date executed.

Retention Instructions: Destroy Immediately.

201. SETTLEMENT RECORD* - Parties, justice's fees, sheriff's fees, witness' fees, amount received, and internal index.

Retention Instructions: Destroy Immediately.

202. SINGLE ENTRY LEDGER – Date, name, check number, and amount.

Retention Instructions: Destroy ten years from date of audit report.

203. SOLICITOR'S GRAND JURY DOCKET* - Case number, parties, term of court, charge, witness' name, and minutes.

Retention Instructions: Destroy Immediately.

204. STATE FINAL RECORD AND AFFIDAVIT AND WARRANT (Same as Final Record of Affidavits and Warrant of Arrest).

Retention Instructions: Destroy ten (10) years from date of last entry in book.

205. STATE FINAL RECORD ON INFORMATION* - Case number, parties, indictment, Warrant of arrest, complaint, summons, waiver, charge, affidavit, exhibit, answer, true bill, appearance bond, orders of court, bail record, notice to defendant, and agreement.

Retention Instructions: Retain permanently.

206. STRAY RECORD* - Number, name, charge, date, attorneys, case number, amount, fine, decree of support, sentence, solicitor's fees, miscellaneous fees, date fees collected, total, and other fees.

Retention Instructions: Retain for review by the Dept. of Archives and History.

207. SUBPOENA AND EXECUTION DOCKET* - Parties, fee paid, term of court, and papers filed.

Retention Instructions: Destroy Immediately.

208. SUBPOENA AND TRIAL DOCKET* - Parties, attorneys, action, witness' name, date issued, sheriff's return, orders of court, and final Judgment.

Retention Instructions: Destroy Immediately.

209. SUBPOENA AND WRIT DOCKET* - Parties, sheriff's return, date issued, and subpoena.

Retention Instructions: Retain for review by the Dept. of Archives and History.

210. SUBPOENA DOCKET* - Attorneys, parties, witness' name, witness' address, days, mileage, ferriage, amount, witness' fees, amount of certificate, date collected, sheriff's return, sheriff's fees, executions, subpoenas, and state witnesses.

Retention Instructions: Retain for review by the Dept. of Archives and History.

211. SUBPOENA DOCKET AND FEE BOOK* - Case number, parties, sheriff's return, witness' name, amount, date issued, sheriff's fees, days, mileage, clerk's fees, remarks, and sworn statement.

Retention Instructions: Destroy Immediately.

212. SUMMONS DOCKET* - Parties, attorneys, witness' name, mileage, days, ferriage, residence, fees, sheriff's fees, summons, date received, and sheriff's return.

Retention Instructions: Destroy Immediately.

213. SUMMONS AND COMPLAINT AND GARNISHMENTS* - Appeals from lower court, bonds capias, and pleas.

Retention Instructions: Destroy Immediately.

214. SUMMONS AND COMPLAINT RECORD* - Parties, attorneys, term of court, complaint, summons, receipts of officers, date received, appeal bond, interrogatories, endorsements, affidavit, sheriff's return, pleas, attachment writ, signature of register, demurrer, and true bill.
Retention Instructions: Destroy Immediately.

215. SUSPENDED SENTENCE CRIMINAL DOCKET* - Name, number, offense, and date.
Retention Instructions: Destroy Immediately.

216. TAX RECORD – SUBPOENAS* - Date, parties, case number, attorneys, amount of assessment, city tax, interest, order, number, name, decrees and orders other than sale, fine, assessment for sidewalks, answer, decree pro confesso, costs, orders of court, total, subpoenas, decree for sale rendered, owner, sheriff's return, tax, and charge.
Retention Instructions: Retain permanently.

217. TERM REPORTS TO SUPREME COURT* - Date, case pending disposition, clerk's signature, judge's name, page, term of court, and number.
Retention Instructions: Destroy Immediately.

218. TRANSFER DOCKET – (Same as Trial Docket).
Retention Instructions: Retain permanently.

219. TRIAL AND 'APPEARANCE DOCKET* - Attorneys, case number, parties, cause of action, correspondence, bail bond, sheriff's return, orders of court, and docketing information.
Retention Instructions: Retain permanently.

220. TRIAL AND SOLICITOR'S DOCKET* - Case number, attorneys, parties, action, term of court, date issued, return, judgment, and judgment entry.
Retention Instructions: Retain permanently.

221. TRIAL DOCKET (Same as TRANSFER DOCKET)* - Parties, attorneys, bill of complaint, charge, offense, cause of action, pleadings, entries of register, former orders, orders and decree of term, date for preliminary hearing, judge's entry, order, sheriff's return, former decrees, answer, decree pro confesso, affidavit, action, expenditures, minute entry, and date of orders.
Retention Instructions: Retain permanently.

222. TRIAL DOCKET AND FEE BOOK* - Parties, attorneys, action, sheriff's return, pleadings, judgment, minute entry, clerk's fees, sheriff's fees, recapitulation of fees, charge, and orders of court.
Retention Instructions: Retain permanently.

223. TRIAL DOCKET AND MINUTES* - Parties, attorneys, action, orders of court, minutes, set for hearing, judgment entry, and judge's name.
Retention Instructions: Retain permanently.

224. TRIAL DOCKET, FEE BOOK AND EXECUTION DOCKET* - Attorneys, parties, action, orders of court, state witnesses, set for hearing, sheriff's return, sheriff's fees, clerk's fees, and recapitulation of fees.
Retention Instructions: Retain book 75 years from date of last entry then review by the Dept. of Archives and History.

225. TRUSTEE'S REPORT* - Parties, attorneys, action, summary, wills, testimony, decree, tax, settlement agreement, executions and affidavits.
Retention Instructions: Retain permanently.

226. VERDICT CARDS* - Given and refused charges.

Retention Instructions: Destroy Immediately.

227. WARRANT AND AFFIDAVIT RECORD* - Parties, complaint, warrant for arrest, witness' name, appearance bond, waiver, sheriff's appearance bond, sheriff's return, and affidavit.

Retention Instructions: Destroy Immediately.

228. WARRANT LEDGER* - Defendant, charge, court, return, received of, disposition, bail bond, delivered to, and bonds.

Retention Instructions: Destroy Immediately.

229. WARRANT RECORD* - Parties, attorneys, warrant for arrest, affidavit for warrant, cause of action, execution issued, state witnesses, sheriff's fees, executions, charge, appearance bond, summons and complaint.

Retention Instructions: Destroy Immediately.

230. WARRANTS AND INDICTMENTS RECEIVED* - Complaint, charge, court, defendant, bail bond, disposition, warrant for arrest, appearance bond, and summons.

Retention Instructions: Destroy Immediately.

231. WITNESS ACCOUNT* - Case number, parties, witness' paid, and witness' name.

Retention Instructions: Destroy one year from date of audit report.

232. WITNESS CERTIFICATE – Term of court, case number, mileage, ferriage, days, amount, date, name, witness' name, number of certificate, total, signature of clerk, and days in court.

Retention Instructions: Destroy one year from date of audit report.

233. WRIT AND APPEARANCE DOCKET* - Parties, case number, attorneys, executions, term of court, and date of filing.

Retention Instructions: Destroy Immediately.

234. WRIT AND BOND RECORD* - Parties, date, charge, attorneys, complaint, sheriff's return, appearance bond, summons, date received, date due, and writ of arrest.

Retention Instructions: Retain for review by the Dept. of Archives and History.

235. WRIT DOCKET (Same as INFERIOR WRIT)* - Term of court, case number, parties, attorneys, date issued, witness' name, orders, fine and amount.

Retention Instructions: Retain for review by the Dept. of Archives and History.

SECTION H

PUBLICATIONS, PERIODICALS, LEAFLETS, ETC.

SECTION H

PUBLICATIONS, PERIODICALS, LEAFLETS, ETC.

1. **ACTS OF THE LEGISLATURE -**

Retention Instructions: Retain three (3) years then offer to local law library or public library. Destroy any volumes not accepted.

2. **BOOK OF OATHS** – Oaths of office and name of employer.

Retention Instructions: Retain Permanently. May be offered to Department of Archives & History when book is filled.

3. **CODE OF ALABAMA** – Publication of the code of laws enacted by the Alabama Legislature.

Retention Instructions: Retain until superseded, and then offer to the local law library or public library. Destroy any volumes not accepted.

4. **JOURNALS OF THE ALABAMA LEGISLATURE -**

Retention Instructions: Retain three (3) years then offer to local law library or public library. Destroy any volumes not accepted.

5. **NEWSPAPERS** – Copies of local or county newspapers maintained by the Circuit Clerk.

Retention Instructions: Offer in order to:
(A) Department of Archives & History
(B) Probate Judge
(C) Local Public Library, Archives, or Historical Society

- Any remaining newspapers not accepted may be destroyed.

SECTION I

APPENDIX

IN THE SUPREME COURT OF ALABAMA
March 23, 2009

WHEREAS, on December 6, 1982, this Court adopted a "Records Retention Schedule--One A" as the official records retention schedule to be observed by the Unified Judicial System; and

WHEREAS, since its adoption, the records retention schedule has been amended several times; and

WHEREAS, the Unified Judicial System Records Retention Committee has recommended further revision to that schedule;

IT IS THEREFORE ORDERED that the Records Retention Schedule attached as an appendix to this order be adopted as the records retention schedule for the courts within the Unified Judicial System;

IT IS FURTHER ORDERED that the adoption of this schedule be effective immediately.

Cobb, C.J., and Lyons, Woodall, Stuart, Smith, Bolin, Parker, Murdock, and Shaw, JJ., concur.

I Robert G. Esdale, Sr., as Clerk of the Supreme Court of Alabama, do hereby certify that the foregoing is a full, true and correct copy of the instrument(s) herewith set out as same appear(s) of record in said Court.

Witness my hand this 23^d day of March, 2009.


Clerk, Supreme Court of Alabama

ALABAMA UJS RECORDS RETENTION COMMITTEE

The UJS Records Retention Committee, appointed by Administrator Director of Courts, Callie Dietz, convened on Friday, February 22, 2008 at the Heflin-Torbert Judicial Building in the ADC Conference Room at AOC.

The committee met for the purpose of reviewing existing Records Retention Schedules and to make recommendations for updating the format, content, retention instructions, and to determine if specific records or record series should be added, deleted and/or rearranged within the schedule.

Committee members who were appointed and served were:

1. John Bush, Circuit Judge - Autauga / Elmore Counties (Chairman)
2. Aubrey Ford, District Judge – Macon County
3. Tim Jolley, Circuit Judge – Marshall County
4. Carla Woodall, Circuit Clerk - Houston County
5. Randall Murphree, Ct. Reporter – Jefferson County
6. Mary Harris, Circuit Clerk – Shelby County
7. Steve Tomberlin – AOC Records & Property Management
8. Larry Forston – AOC Court Services
9. Dean Hartzog – AOC Legal Division
10. Frank Gregory - Former Administrative Director of Courts & Advisor to the Committee

The work of this committee continued over the course of several months via email and through teleconferencing and culminated in the publication of this current edition of the Records Retention Schedule.

ARJA Rule 31

Code of Alabama Currentness

Alabama Rules of Court

Alabama Rules of Judicial Administration

Rule 31. Records Maintenance and Retention

(A) Adoption of records retention schedule. In accordance with the provisions of Ala.Code 1975, Section 41-13-21, the records retention schedule drafted by the interim committee on records retention appointed in August 1979, by the Chief Justice, dated July 22, 1980, and styled "Records Retention Schedule, One-A," and adopted by the Supreme Court on December 6, 1982, is hereby established as the official records retention schedule to be observed by the Unified Judicial System. This records retention schedule, with any amendments thereto and with all statements of approval from the Alabama state records commission, shall be maintained in the office of the clerk of the Supreme Court. The Administrative Director of Courts ("ADC") shall make copies of the records retention schedule available to all officials of the Unified Judicial System charged with the keeping of court records.

(B) Procedure for amendments and additions to schedule. Proposed amendments or additions to the records retention schedule shall be submitted to the ADC. Amendments or additions approved by order of the Supreme Court, in accordance with Ala.Code 1975, § 41-13-21, shall be deemed incorporated into the records retention schedule.

(C) Description of records retention schedule. The records retention schedule identifies individual types of court records, assigns retention periods to each, and provides disposition instructions. The records retention schedule is designed to include all of the various types of court records found throughout the state.

Some counties may have more or fewer record types than listed in the records retention schedule. An explanation of retention and disposition instructions is presented in the introduction to the records retention schedule. Any court records not listed in the records retention schedule shall be maintained until the schedule is amended and a retention period is assigned in accordance with subsection (B) of this rule. The retention periods listed in the records retention schedule provide the minimum period each record must be maintained.

(D) Method of disposal. Records shall be disposed of in accordance with the records retention schedule by burning or shredding or by depositing them in public landfill or in any other manner that is reasonably calculated to prevent their retrieval. Electronically stored records shall be disposed of by deleting the record from the electronic storage unit.

(E) Disposal after microfilming or other preservation. After a record has been microfilmed, scanned, or otherwise preserved in a manner approved by the Administrative Office of Courts ("AOC"), including a check with the original record for accuracy and the production of a security copy of microfilm or electronic storage medium,

the original record may be disposed of, unless it is scheduled to be sent to the Department of Archives and History pursuant to the disposition instruction of the records retention schedule. Disposal of the original record shall be reported in a manner prescribed by AOC.

(F) Remains of records. When records have been damaged or destroyed by decay, vermin, fire, water, or other means which make their remains illegible, the official custodian may dispose of the remains in a manner consistent with subsection (D) of this rule.

(G) Electronic records. Preservation and disposal of all court documents and case files that are filed and/or stored electronically shall be governed by the records retention schedule.

(H) Oversight of electronic records. AOC, under the direction of the ADC or the ADC's designee, shall provide oversight of a central database for the storage of all court records that are filed electronically with each clerk's office. While the clerks shall remain official custodians of the electronic records, AOC shall assume and share the responsibilities and duties of the clerk relating to retention, care, and dissemination of the electronic records in the database.

(I) Protection of identifying information and confidential records. Unless otherwise provided by law, any data, report, or compilation of information produced by the clerk or other official custodian of court records for public disclosure shall exclude the personal identifying information of any individual. Identifying information may include all nine (9) digits of an individual's Social Security number, an individual's date of birth, credit card numbers, bank account numbers, other personal financial information, or any other information declared to be identifying information by the ADC. The ADC may promulgate policies and procedures for the clerk or other official custodians of court records to follow in order to safeguard identifying information or other personal information that the ADC determines should be protected from public disclosure. The clerk or other official custodian of court records shall not be responsible for identifying information included on any document filed in the clerk's office. Any individual filing a document that requires or contains an individual's personal identifying information may make proper request under these Rules or other applicable rules to protect the contents of such documents from public disclosure.

(J) Juvenile records. Neither the records retention schedule styled "Records Retention Schedule, One-A," nor subsections (G) and (H) of this rule shall be applicable to any juvenile records.

(K) Authority of the Administrative Director of Courts. The ADC shall provide the Supreme Court with notice of any policies, procedures, guidelines, directive, or any other standards that are implemented pursuant to this rule. Notice shall be provided by filing the documentation of such with the clerk of the Supreme Court for circulation to members of the Court.

CREDIT(S)

[Amended effective January 31, 1989; April 15, 1999; November 9, 2006.]

COMMENT

This rule provides procedures for the creation, amendment and use of judicial records retention schedules. Subdivisions (D), (E) and (F) provide uniform procedures for the destruction of court records through implementation of the records retention schedule and prescribe uniform reporting procedures.

(This Rule replaces former Rule 47.)

Note from the reporter of decisions: The order amending Rule 31(E), effective April 15, 1999, is published in that volume of *Alabama Reporter* that contains Alabama cases from 729 So.2d.

Note from the reporter of decisions: The order amending Rule 16, Rule 18, Rule 19, Rule 20, Appendix B to Rule 20, Rule 30, and Rule 31, effective November 9, 2006, is published in that volume of *Alabama Reporter* that contains Alabama cases from 944 So.2d.

Alabama Judicial Administrative Rule 31, AL R J ADMIN Rule 31

Current with amendments received through 7/1/2008.

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Administrative Office of Courts
300 Dexter Avenue
Montgomery, Alabama 36104