



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Court of Appeals

Agency: Court of Appeals		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	82-913	<b>GENERAL INDICES</b>	TRANSFER to the INDIANA ARCHIVES, after twenty-five (25) years.
2	82-914	<b>JUDGEMENT AND MINUTE ORDER BOOK, 1891-</b>	TRANSFER to the INDIANA ARCHIVES, after twenty-five (25) years.
3	82-915	<b>APPELLATE COURT (CLERKS) ISSUE DOCKET 1891</b>	TRANSFER to the INDIANA ARCHIVES, after twenty-five (25) years.
4	82-916	<b>COMPLETE RECORD, APPELLATE COURT 1891-1895</b>	TRANSFER to the INDIANA ARCHIVES, after twenty-five (25) years.
5	82-918	<b>APPELLATE COURT BLOTTERS</b> The blotters provided the case number, parties, names and county and were a reference to the order book entry.	DESTROY after twenty-five (25) years.
6	85-518	<b>CASE FILES 1891-</b>	TRANSFER to the INDIANA ARCHIVES. Only a select representation of Court Case Files will be RETAINED in the original form. The selection of cases will be made according to their landmark value. Generally, the INDIANA ARCHIVES, will RETAIN all court cases reflective of the history of the courts that can be used for illustration of the judiciary's history for intrinsic records. All court cases that, because of the physical limitations of the original, do not provide clear, reproducible copy on microfilm will be RETAINED in the original.