

Introduction

Resolution of the State Records Committee Approved January 18, 1996

Be it Resolved That:

All paper records of State agencies and local governments, and all records of the Courts of the State of Georgia which have been microfilmed and verified in accordance with said Micrographic Standards (Georgia Micrographic Standards) may be destroyed, unless specifically prohibited by law, code, resolution, order or an approved State Records Committee records retention schedule.

The Supreme Court and Judicial Council of Georgia resolve that, other than wills and original evidence, all original documents can be digitized and original can be destroyed. Records created digitally can be managed complete digitally according to these schedules.

The record retention schedules used in the courts of Georgia have been reviewed, edited, and amended. The Judicial Council Committee on Record Retention is to be commended for its tireless dedication and commitment to this difficult undertaking over the past two years. The culmination of this undertaking will standardize the current schedules and present them in a uniform format. The work conducted in this project will add to the efficiency and effectiveness of the courts throughout the Judicial Branch.

Please Note: Throughout these schedules the word “document” is used frequently. The Georgia Records Act at OCGA §50-18-91 et. seq. presents a number of formal definitions used broadly in the judiciary record retention schedules.

50-18-91(2) “Court record” means all documents, papers, letters, maps, books (except books formally organized in libraries), microfilm, magnetic tape, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or, in the necessary performance of any judicial function, created or received by an official of the Supreme Court, Court of Appeals, and any superior, state, juvenile, probate, or magistrate court. “Court record” includes records of the offices of the judge, clerk, prosecuting attorney, public defender, court reporter, or any employee of the court.”

50-18-91(5) "Records" means all documents, papers, letters, maps, books (except books in formally organized libraries), microfilm, magnetic tape, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in performance of functions by any agency.

“Digital” or “Digitize” has been changed on each occurrence of “microfilm” throughout the retention schedules. This change reflects the application of scanning documents into electronic format. All imaging in the Judicial Branch must be in compliance with the imaging standards issued by the Department of Archives and History in the Office of the Secretary of State of Georgia.

Judicial Council

Ad Hoc Committee on Records Retention Draft as of 9.8.17

Felony Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-001	Felony Case Files	Documents relating to trying felony cases in superior courts and documenting proceedings in those cases. Included are indictments; pleadings; motions; warrants; bond applications; sentences; correspondence; verbatim records or narrative recollections of judicial proceedings; certified records of court reporters' transcripts; certified records in narrative form of recollections of the motions, colloquies, objections, ruling, evidence (documentary or otherwise), charge of the courts; well bound books used to contain court reporter's transcripts of judicial proceedings; passport surrenders; and all other papers and proceedings in any judicial action based on a charge of felony offense punished by any term of imprisonment less than life, or life imprisonment, or death.	Capital Offenses: Permanent. Non-capital Offenses: 70 years.	<p>Hold in active files until all appeals have been exhausted; transfer to inactive files; cut off inactive files at end of calendar year; hold in office five years; transfer to local holding area or County Records Center.</p> <p>Files may be digitized or microfilmed provided: (1) digitizing or microfilming is done according to Georgia Imaging Standards or Microfilm Standards; (2) a security copy of the digital format or microfilm is deposited in the Georgia Department of Archives and History; (3) a reference copy of the digital format or microfilm format is kept in the office of the clerk of superior court and a reader-printer is available to facilitate reference.</p> <p>Upon the determination of the Superior Court Clerk or Chief Judge that a record is of historical significance, the record may be held past its retention period and if directed, the originals may not be destroyed.</p>
JB-002	Court Reporter's Note Files	Recordings, notes, other records which have not been reduced to typed or printed documents, or other records relating to generation of certified transcripts.	If determined to be court records: 70 years.	
JB-003	Article Two Habeas Corpus	Documents related to the filing of Habeas Corpus actions pursuant to OCGA 9-14-40 through OCGA 9-14-53.	Capital Offenses: Permanent. Non-capital Offenses: 70 years.	

Misdemeanor Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-004	Case Files	Includes original papers which are called or serve as: accusation, affidavit, appearance bond, arresting officer's affidavit, bail bond, cash bond, conviction, disposition, fine, indictment, judgment, motion, notice of appeal, notice of arraignment, notification of hearing, order, plea, pleading, sentence, subpoena, summons, waiver, warrant, or certified copies of the same transcript. This schedule does not apply to any record books which contain references to felony cases.	10 years.	Cut off file of disposed cases at end of calendar year, hold closed files twenty (20) years, then destroy; digitize or microfilm entire contents of case files; hold originals for four (4) years, then destroy originals; hold digital format or microfilm format for twenty (20) years from date of disposition, then destroy.
JB-005	Docket Books	Books which generally contain essential information in summary form about each particular misdemeanor case adjudicated. Most dockets contain an alphabetical index in front of each book which references the defendant's name to the page number on which the case summary is docketed.	10 years.	Hold for twenty (10) years from date of last disposition entry, then destroy; digitize or microfilm, hold original for four (4) years, then destroy; hold digital format or microfilm format twenty (20) years from date of last disposition entry, then destroy.
JB-006	Minute Books	Books which contain photo static copies of the accusation and disposition associated with each case, or contain typewritten or handwritten entries regarding the defendant, charge, and disposition of each case.	10 years.	Hold for twenty (10) years from date of last disposition entry, then destroy; digitize or microfilm, hold original for four (4) years, then destroy; hold digital format or microfilm format twenty (20) years from date of last disposition entry, then destroy.
JB-007	Book of Fines and Forfeitures	Books which contain listings of fines and forfeitures received by the court regarding each particular misdemeanor offense.	10 Years.	Ten (10) years after last entry. Cut off file at end of each fiscal year, hold in current files area for five (5) years, or until completion of state or independent audit or at the audit of the clerk's last term, whichever is later, then destroy.
JB-008	Certified Misdemeanor Transcripts and Traffic Fines and Transcripts in Case Files	Documents relating to certified verbatim records or narrative recollections of judicial proceedings in misdemeanor traffic cases.	3 years or duration of sentence.	

Traffic Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-009	Case Files	Includes original papers which are called or serve as: accusation, affidavit, appearance bond, arresting officer's affidavit, bail bond, cash bond, conviction, disposition, fine, indictment, judgment, motion, notice of appeal, notice of arraignment, notification of hearing, order, plea, pleading, sentence, subpoena, summons, waiver, warrant, or certified copies of the same transcript. This schedule does not apply to any record books which contain references to felony cases.	10 years.	Cut off file of disposed cases at end of calendar year, hold closed files twenty (20) years, then destroy; digitize or microfilm entire contents of case files; hold originals for four (4) years, then destroy originals; hold digital format or microfilm format for twenty (20) years from date of disposition, then destroy.
JB-010	Docket Books	Books which generally contain essential information in summary form about each particular misdemeanor case adjudicated. Most dockets contain an alphabetical index in front of each book which references the defendant's name to the page number on which the case summary is docketed.	10 years.	Hold for twenty (10) years from date of last disposition entry, then destroy; digitize or microfilm, hold original for four (4) years, then destroy; hold digital format or microfilm format twenty (20) years from date of last disposition entry, then destroy.
JB-011	Minute Books	Books which contain photo static copies of the accusation and disposition associated with each case, or contain typewritten or handwritten entries regarding the defendant, charge, and disposition of each case.	10 years.	Hold for twenty (10) years from date of last disposition entry, then destroy; digitize or microfilm, hold original for four (4) years, then destroy; hold digital format or microfilm format twenty (20) years from date of last disposition entry, then destroy.
JB-012	Book of Fines and Forfeitures	Books which contain listings of fines and forfeitures received by the court regarding each particular misdemeanor offense.	10 Years.	Ten (10) years after last entry. Cut off file at end of each fiscal year, hold in current files area for five (5) years, or until completion of state or independent audit or at the audit of the clerk's last term, whichever is later, then destroy.
JB-013	Certified Misdemeanor Transcripts and Traffic Fines and Transcripts in Case Files	Documents relating to certified verbatim records or narrative recollections of judicial proceedings in misdemeanor traffic cases.	3 years or duration of sentence.	

Civil Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-014	Civil Cases not Proceeding to Final Judgment	Civil case files in which case the plaintiff never carried through to justice. Cases dismissed without prejudice are included.	2 years.	
JB-015	Civil Case Files	Documents relating to trying civil cases in superior courts and documenting the proceedings in those cases. Included are pleadings and judgements in civil cases, including divorce and domestic relations, complaints, summons, defensive pleadings, court orders, notices of appeal, appellate pleadings, and determinations of appellate courts.	20 years for non historical cases	
JB-016	Civil Dockets	Documents relating to the indexing of all pleadings filed in the course of civil actions.	75 years.	
JB-017	Minute Books	Documents relating to recording proceedings and orders in superior courts. Included are court orders, oaths, bonds, motions, certifications, transcripts, full proceedings, and other documents regarding cases; charges to and presentments of grand juries, local rules of procedure, orders or other documents regarding court administrative matters, and other documents.	75 years.	
JB-018	Record of Writs	Documents recording the text of each case heard by the courts, especially recording writs issued.	75 years.	
JB-019	Sealed Civil Depositions	Documents related to obtaining pre-trial testimony from parties and witnesses during discovery for civil cases filed in the superior court under OCGA 9-11-(27-31). Files consists of sealed envelopes containing depositions taken of parties or witnesses.	1 year.	
JB-020	General Execution Docket and General Execution Docket Indexes	Documents relating to recording basic information concerning the execution of the court's decisions. Included are books with entires showing the date case adjudged, names of the parties and their attorneys, case number, date Fi. Fa. Issues, and disposition of the execution.	20 years.	
JB-021	Domestic Relations	All documents, excluding adoptions, relating to those cases resulting in the dissolution of a marriage, child custody, or award of alimony.	75 years.	

Judicial Council

Ad Hoc Committee on Records Retention Draft as of 9.8.17

Civil Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-022	Domestic Relations - Contempt Actions	All documents related to contempt actions arising out of domestic relations cases.	20 years.	
JB-023	Name Changes	Case files relating to a name change.	100 years.	
JB-024	Personal Injury, Malpractice	Civil Cases related to personal injury and alleging malpractice.	20 years.	
JB-025	Collection Cases	An action containing pleadings on debt concerning specific contract or account.	5 years.	
JB-026	Appeals - Magistrate Court	Documents relating to cases appealed to the superior or state court based on a judicial decision on the magistrate court.	10 years.	
JB-027	Adoption	All documents relating to an adoption case.	Permanent.	

Jury Management Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-028	Jury Master List	<p>Documents relating to persons qualified for jury service. Included are lists composed of all persons qualified to serve as jurors--whether lists be tickets, computer printouts, digital format or microfilm format, or in any other form except computer file data storage banks.</p>	10 Years	<p>Counties using mechanical or electronic means of juror selection: The computer data storage bank file itself is excluded from this schedule. See OCGA § 15-12-40 (b) (3) which makes this file the permanent jury box. Cut off file series (bound paper copy of computer printout and updates of jury master list required by OCGA §15-12-43) when a new bound copy of the complete computer file master list is made. Hold in current files area 1 year; then, transfer to local holding area; hold nine (9) years; then destroy. In lieu of the paper computer printout master list, digital format or microfilm format created in accordance with OCGA §15-12-44 (b) may be used for record retention purposes after the cut off date. Then, the digital format or microfilm format of the jury master list must be maintained in the same manner and for the same period as the computer printout retention requirements set out. Counties using non-mechanical means of juror selection: Cut off file series (including tickets of jurors' names in juror box and bound copy of jury master list) after revision of jury master list. Then destroy tickets and keep bound copy of jury master list (created in accordance with OCGA §15-12-43) in current file area one (1) year; then, transfer to local holding area; hold nine (9) years; then destroy.</p>
JB-029	Jury Questionnaire	<p>Documents relating to selection and qualification of jurors. Included are completed jury questionnaire forms and consolidated lists (including computer output) where applicable.</p>	10 Years for Non-Capital Case, Permanent for Capital Case	<p>Cut off file at the end of each major revision of the jury list; then, transfer to local holding area; hold ten (10) years; then destroy with the exception for murder cases in which death penalty or life without parole is sought. Note: for purposes of this schedule; a major revision of the jury list is defined as the point at which the jury qualification questionnaires are mailed to citizens of a county who are considered prospective Jurors.</p>

Jury Management Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-030	Juror Information Form	Documents relating to: (1) providing information to attorneys about summoned jurors in order to facilitate jury selection, and/or (2) correcting errors on or updating information on juror master list. Included are juror information forms turned in by summoned jurors to jury clerk on first day of jury service. Forms contain information provided by jurors and may include occupation, age, marital status, age and occupation of spouse; number of children, previous jury service, and similar data.	1 Year	Cut off file series at the end of each calendar year; hold one (1) year; then destroy. Transfer to a local holding area is authorized.
JB-031	Grand Juror or Trial Juror List	Documents relating to summoning and service of grand jurors and trial jurors. Included are: (1) lists of grand or trial jurors summoned at a term or week of court, (2) lists of grand or trial jurors sworn to serve at a term or week of court, and (3) lists of grand jurors serving at a term of court and trial jurors serving in a case before the court. (Specifically excluded from this schedule are the jury master list - jury box, jury qualifications questionnaires, and jury script.)	10 Years	Cut off file series at end of each term of court; hold in current files area 1 year; then, transfer to Records Center; hold nine (9) years; then destroy. Except, if these lists are recorded on the court minutes and verified, then the originals and any duplicates (other than the minute book copy) of the jurors summoned list and jurors sworn list may be destroyed after 30 days have expired from the close of the term of court for which the jurors served or were summoned. If a trial jury list (serving) in each case is incorporated into the case file, all other copies (excluding minute book copies, if any) may be destroyed after thirty (30) days have expired since the close of the term of court in which jurors served; and the case file copy shall not be destroyed unless in accordance with the records retention schedule established for such type of case file.

Property Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-032	Deed Books	Books containing instruments pertaining to the ownership and transfer of ownership of real and personal property.	Permanent	Cut off at end of calendar year; hold permanently; paper copy may be transferred to County Records Center or local holding area after twenty (20) years; or digitize or microfilm; hold paper copy one (1) year, then destroy; retain copy of digital format or microfilm format permanently and transfer silver original or digital security version to State Archives.
JB-033	Indexes to Deeds	Documents relating to maintaining an index for recorded deeds. Included are bound volumes containing grantor and grantee indexes to deeds recorded by the clerk. For each deed recorded the index shows the name of the grantor, the name of the grantee, the character of the instrument, the date of the instrument, the volume and page where recorded, and the date of recording. Usually there are separate volumes for grantors and grantees.	Permanent	Cut off file when volume is full, then hold permanently. If the office uses an indexing system in connection with a computer, any weekly, monthly, quarterly, annual, or other interim printouts (which are superseded by consolidated volumes) may be destroyed when the larger consolidation is received.
Statements filed and indexed after January 1, 1964. Real property records in which are noted fixture filings or filings concerning crops, minerals, or accounts subject to OCGA §11-9-				
JB-034	Financing Statements	Documents indicating the names and addresses of the debtor and the secured party, signed by the debtor, and containing a "statement indicating the types or describing the items of collateral."	6 Years	Cut off after date of filing; hold six (6) years; then destroy; or digitize or microfilm, destroy originals; hold digital format or microfilm format six (6) years; destroy. EXCEPTION: 1) If notice of action involving statement given (including insolvency proceeding), hold statement or copy for duration of proceeding; and sixty (60) days thereafter or six (6) years whichever is later; then destroy. 2) If continuation statement filed; hold financing statement for six (6) years from date of continuance; destroy unless another continuation statement filed. 3) If real estate mortgage is effective as a fixture (DCC) filing, hold financing statement or copy for 1 year after mortgage released or satisfied of record or otherwise terminates. 4) If financing statement filed before July 1, 1978, hold six (6) years and two (2) months after filing; then destroy. 5) If a termination statement is filed, hold financing statement or digital format or microfilm format copy for one (1) year; destroy after termination date.

Property Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-035	Continuation Statements	Documents identifying the original financing statement by number and stating that the original statement is still effective which is signed by the secured party.	6 years after date of filing.	
JB-036	Statements of Release	Documents containing a description of the collateral being released, the name and address of the debtor, the name and address of the secured party, and the file number of the financing statement.	6 years after date of filing.	
JB-037	Statements of Assignments	Documents setting forth the name of the secured party of record, the debtor, the file number, the date of the filing of the financing statement, and the name and address of the assignee, and descriptions of the assigned collateral.	6 years after date of filing.	
JB-038	Termination Statements	Books containing the name and address of the debtor, and the file number of the financing statement, as well as entries regarding receipt of continuation statements, termination statements, and statements of assignment and release.	1 Year	Cut off when received; hold one (1) year; then destroy; or digitize or microfilm, destroy originals and hold digital format or microfilm format one (1) year.
JB-039	Indexes of Financing Statements	Books containing the name and address of the debtors and the file number of the financing statement as well as entries regarding receipt of continuation statements termination statements statements of assignments and release.	20 Years	Retain for twenty (20) years destroy after 1/1/2020 unless financing is still active.
Records recorded prior to January 1, 1964.				
JB-040	Original Instruments	Includes documents designed as bills of sale, personal property mortgages (including all instruments styled as "note" or "Personalty Deed to Secure Debt"), contracts, conditional sales contracts, bill of sale to secure debt, liens, assignments, leases, liens of conveyances of crops, transfers, bonds for title, renewals (of debt), affidavits, agreements, or retention title contracts delivered to the clerk for recording but never picked up by or returned to the parties to the transaction to which the documents relate.	Return to parties; if impossible, destroy.	

Property Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-041	Record Books and Indexes Containing Entries Relating to Personality Only	<p>Consists of copies of original instruments written or typewritten on blank pages, or copies onto forms in a record book kept expressly for that purpose. Indexes may be contained in a separate volume from entries. Record Books include: books of bills of sale, deeds to personal property, books for bills of sale to secure debt, chattel mortgage record docket, chattel mortgages and lien docket, filing docket and general index to chattel mortgages, filing docket and general index to personalty mortgages, personal property docket, personal lien docket, personalty mortgages-grantor index, and public index to personalty mortgages. Some of these books are singles volumes or parts of a records series containing both volumes for personalty and volumes for realty records.</p>	20 Years	Cut off at last entry; hold twenty (20) years; destroy. EXCEPTION: Books created prior to 1900 must be offered to Department of Archives and History.
JB-042	Records Books and Indexes Relating to Both Personality and Realty	<p>Consists of copies of original instruments written or typewritten on blank pages, or copies into forms in a record book kept expressly for that purpose. Indexes to these entries may be contained in the record books themselves or may be in separate volumes. Books include: Book for Mortgage Liens, Book for Title, Contract Records, Factor's Lien Records, File Docket for Liens, Lease Record, Lien Book, Lien Stock Record, Mortgages and Lien Record, Mortgage Record, Promiscuous Record, Security Bonds and Deals, Security Deed Record, Filing Docket and General Index to Mortgages or Other Items, Filing Docket and General Index to Property, Filing Docket and Index to Mortgages, General Index to Deeds and Personalty Mortgages, Grantee Index to Deeds and Personalty Mortgages, Grantee Index to Mortgages, Grantor Index to Deals and Personalty Mortgages, and Grantor Index to Mortgages. Duplicate index books.</p>	Personality - 20 Years Realty - Permanent	Extract realty records, rebind; retain permanently; treat personalty records according to personalty schedules; or digitize or microfilm book; retain film permanently; destroy book according to personalty schedule.
JB-043	Duplicate Index Books	Duplicates of any Index Books.	Verify entries; then, destroy.	

Property Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-044	Real Estate Transfer Declaration Forms	Documents relating to transfer tax on real estate. Included is the duplicate copy of the real estate tax declaration form which is filed in the superior court clerk's office.	2 Years	Cut off file at the end of each calendar year; then, hold in the office two (2) years; then destroy.
JB-045	Federal Tax Lien Index	Documents relating to discharged federal tax lien. Included is the federal tax lien index.	10 Years	Retain for ten (10) years from date of discharge of last lien recorded in the index. The index may be digitized or microfilmed at any time after the discharge of the last open lien is filed. Retain digital format or microfilm format ten (10) years from date of discharge of last lien; retain original for two (2) years after digitizing or microfilming.
JB-046	Federal Tax Lien Files	Documents relating to federal tax liens. Included are notice of federal tax lien, discharge from federal tax lien, and release and partial discharge from federal tax lien.	7 years unless on General Execution Docket, then 50 years.	If federal tax lien index is kept, and if discharges are entered on same lien, as required by law, both notice of lien and discharge can be destroyed seven (7) years from final discharge date. Renewed liens and liens which were discharged in error (and for which notice has been received) are not discharged liens for the purposes of this schedule. When federal tax lien index is not marked as above, or where any other system (including General Execution Docket) is used, retain notice of federal tax lien and discharge for fifty (50) years.

Attorney Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-047	State Bar Applications with out Examination	Documents relating to admission to State Bar of attorneys from other States. Included are motions for admission, answers of the State Bar, proceedings, rule nisi, judge's orders.	70 Years	Cut off file at end of calendar year 1977; transfer to local holding area; then, hold seventy (70) years; then destroy or cut off file at end of calendar year 1977; digital format or microfilm format file; destroy originals; hold digital format or microfilm format seventy (70) years; the series will terminate on 1/1/2048; then destroy.
JB-048	Practicing Attorneys Registration Books	Documents relating to registration of practicing attorneys. To include record of practicing attorneys to include order of admission and oath of commission. Information included is name, address, place, date of admission to practice, and retirement notice.	Permanent	Cut off file when book is filled, hold in office ten (10) years; then, transfer to local holding area; hold permanently. Digitizing microfilming is authorized when the book is filled. The original record may be destroyed after digitizing or microfilming and verification.
JB-049	Third Year Law Students' and Staff Instructors Files	Documents relating to authorization of third year law student or staff instructor to assist District Attorney or practice legal aid. Included are law schedule dean's certificates, student, and staff instructor oaths.	70 years	Cut off file at end of each calendar year; hold in the current files area one (1) year; then, transfer to local holding area; hold two (2) years; then destroy.
JB-050	Certification of Bar Admission Eligibility File	Certificates of a passing bar exam score and orders of judge for clerk to issue license to practice law.	70 Years	Cut off file at end of each calendar year; hold in office ten (10) years; then, transfer to local holding area; hold for sixty (60) years; then destroy or cut off file at end of calendar year; then, digitize or microfilm file; then destroy originals; then, hold digital format or microfilm format seventy (70) years; then destroy.

Judicial Council

Ad Hoc Committee on Records Retention Draft as of 9.8.17

Election Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-051	Election Records Files	Documents relating to the general and primary elections included are used and unused and void ballots, ballot stubs, oath of poll officers, numbered lists of voters, tally papers, voting machine proof sheets, and return sheets.	2 Years	Cut off file series when delivered to clerk of court; transfer to local holding area; hold two (2) years; then, present to grand jury for approval at first meeting after twenty-four (24) months; hold until grand jury adjourns; then destroy, except that in the event of a court case for any race documented by these records, hold until final settlement, then destroy.
JB-052	Applications for Petitions to Recall the Probate Court Judge	Records related to granting authority, to persons wishing to sponsor a recall drive, for petitions for the recall of the judge of the probate court as provided for in OCGA §21-4-3(3)(A).	2 Years	
JB-053	Calls of Recall Elections for Probate Judge	Calls for recall elections for a probate judge who also serves as election superintendent. See OCGA §21-4-13(c)(2).	2 Years	

Other Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-052	Notary Public Application, Certificates and Dockets Application and Certificates	Documents including electronic records relating to certifying persons to be notaries public. Included are applications for becoming a notary public, certificates of persons so commissioned, and docket books listing persons commissioned.	Applications and Certificates for 9 years, Docket Books 50 years.	Applications and Certificates: Cut off file at end of each calendar year; hold in current files five (5) years; transfer to local holding area for four (4) years; then destroy. If docket book, index, or other record book exists which contains name, address, and commission period; retain permanently. Docket Book: Cut off file when book is completed; hold permanently. Docket books not required; where in existence shall be maintained as a permanent record. The retention of a cumulative alphabetical index in lieu of docket books is authorized if the index states not only the name and address of the notary public, but also the beginning and expiration date of each person's commission. If created, the index shall be kept permanently. Microfilming and subsequent destruction of these records is authorized provided that: (1) a silver security copy or other such security format of digital format or microfilm format is transferred to State Archives for permanent retention and (2) a reference copy of the digital format or microfilm format is maintained in the county for use by the court and the public.
JB-053	Application for Trade Name and Trade Name Index	Documents relating to registration of trade name under which an individual or company is doing business. Included are applications for registration of trade name. Trade name registration index books include entries of owners, addresses, and names of business. In most counties, recent years of entries are photocopies of applications. Many of the books have a cumulative index which list business name and page number of application.	Applications for 1 years, Index Books permanently	Cut off file series at end of each month. If application is entered in registration index book, hold application for 1 year after cut off date, then destroy. Hold registration index book permanently unless book is digitized or microfilmed in accordance with Georgia Imaging Standards or Microfilm Standards. If digitized or microfilmed, the original index book may be destroyed one (1) year after digitizing or microfilming. A security copy of the digital format or microfilm format shall be sent to the State Archives and a reference copy shall be maintained by the court clerk. If the trade name registration index book is generated by computer, the same disposition instructions apply.

Other Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-054	Newspapers Containing Legal Advertisements	Documents relating to giving public notice, through newspaper advertisements, of official actions or as required by various laws. Included are copies of newspapers containing legal advertisements as required by law. Note: OCGA §§ 15-6-74 and 15-9-43 authorize newspapers to be maintained in digital format or microfilm format or by other photographic means. These code sections and OCGA §15-16 - 12 authorize clerks of superior court, judges of probate court, and sheriffs to enter into an agreement whereby one of these officials will maintain the official record of these newspapers for the other two.	50 years if declined by library	Cut off file series at the end of each calendar year; hold in the current files area forty (40) years; then, transfer to library, historical society, or destroy if declined. Digitizing or microfilming of the newspapers each year and retention on film, destroying the paper is authorized provided that Georgia Imaging Standards or Microfilm Standards are followed.

**All Court Offices
Records**

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-055	Superior, State, Probate, and Magistrate Court Administered Programs	Documents relating to the administration of court programs including, but not limited to, the following: settlement conferences; parenting classes; educational workshops; counseling, social, and legal services; and program files associated with accountability court, alternative dispute resolution, and pre-trial services.	Case Files: Cut off file when last entry is made. Hold in current files area for three years from last entry; destroy. Certificates: Cut off at the end of each calendar year. Hold in current files area for three years; destroy.	
JB-056	All Calenders	Documents relating to listing civil matters to be heard, dates for hearing, and styles of cases. Included are calendars for judges and magistrates. Calendars may be made for pre-trial proceedings, trials, motion hearings, small claims, appearances, appellate causes, and other reasons as the court sees fit.	1 Year	Note: A record copy of each series of calendar be maintained by the clerk as this schedule specifies is recommended. Other copies generated for office use, publication, or notification purposes may then be destroyed at the end of the week or weeks of court for which they were produced.
JB-057	Order of Cremation		10 years.	
JB-058	Deeds and Condo Plats	Records documenting individual ownership or property that are filed with the local government.	Permanent	
JB-059	Deeds, Right of Way	Records authorizing use of land for road widening or public works.	Permanent	
JB-060	Deeds, Security	Deeds to properties on which an agency holds the second mortgage.	5 year after final payment	

Juvenile Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-061	Individual Juvenile Court Case Files; Excludes TPR and Legitimation	<p>The individual juvenile court case files shall serve as the minutes. Includes the following vital records: complaints; petitions; all court orders; rights forms; notices of appeal; publications; applications for publication; transcripts; any other items in juvenile court files which are juvenile court generated and do not fall within the category of non-vital records. Includes the following non-vital records: subpoenas; correspondence; intake data sheets; witness lists; route sheets; clerk or judges bench notes; applications for court appointed attorney; social histories; victim impact statements; any duplicates of court generated documents or records; essays; community service reports; applications for bond; custody reports generated by juvenile court for investigatory purposes; and case histories transmitted by another juvenile court. Includes non-vital documents generated by other persons or agencies such as the following: records of ankle monitoring agencies; police reports; Department of Family and Children Services reports; Department of Juvenile Justice reports; psychologicals; custody reports not produced by juvenile court; medical records; school discipline/attendance records.</p>	<p>Delinquency: 25 years from the end of the calendar year of the date that the child was born.</p> <p>Dependency: 10 years after the last action in the case or 25 years from the end of the calendar year of the date that the child was born, whichever is later.</p>	<p>Cut off at the end of each calendar year. Hold in the current files area one year from the calendar year in which the case was disposed of by disposition or remittitur. The court may then dispose of any documents or records defined above as "non-vital" or any non-juvenile court generated document which was not admitted into evidence. Transfer to local holding area; Hold twentyeight (28) years from the end of the calendar year of the date that the child was born or five (5) years from the end of the calendar year of the date of the last entry; destroy.</p>
JB-062	Parental Notification of Abortion Case Files	<p>The individual juvenile court case files shall serve as the minutes. Documents relating to actions initiated by a minor, on such minors behalf or by next friend, for a waiver of the requirement that a parent be notified that an abortion is to be performed.</p> <p>Includes petitions, orders, medical statements, correspondence, etc.</p>	90 days.	<p>Cut file off upon decision by court or the granting of the petition without such a decision. Hold in the current files area ninety (90) days; destroy.</p>

Juvenile Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-063	Legitimation Case Files and TPR Case Files in Which Rights Were Terminated	<p>The individual juvenile court case files shall serve as the minutes. May include the following vital records: complaints; petitions; all court orders; rights forms; notices of appeal; publications; applications for publication; transcripts; any other items in juvenile court files which are juvenile court generated and do not fall within the category of non-vital records. May include the following nonvital records: subpoenas; correspondence; intake data sheets; witness lists; route sheets; clerk or judge's bench-notes; applications for court appointed attorney; social histories; any duplicates of court generated documents or records; and case histories transmitted by another juvenile court. May include non-vital documents generated by other persons or agencies such as the following: police reports; Department of Family and Children Services reports; Department of Juvenile Justice reports; psychologicals; school discipline/attendance records; and custody reports not produced by juvenile court.</p>	Permanent.	Cut off at the end of each calendar year. Hold in the current files area one (1) year from the calendar year in which the case was disposed of by disposition or remittitur. Transfer to local holding area for permanent retention.
JB-064	Case Files of Juveniles on Probation or Supervision with the Court	Documents relating to a juvenile's status on probation or supervision with the court. Includes drug screens, school attendance records, reports of contact with probation officer; etc.	5 years after probation is terminated or when juvenile is 17, whichever is later.	Destroy upon juvenile reaching the age of seventeen (17) or when probation or supervision is terminated, whichever is later.
JB-065	Court Reporter's Notes and Files	Documents relating to verbatim recording of oral proceedings before the court. Included are stenographic machine tapes and/or notes. May also include tape recordings, dictagraph belts, paper strips, steno pads, and other recording media including electronic formats.	If determined to be court records: 2 years.	Cut off file at end of calendar year; Hold in current file area two (2) months; Transfer to local holding area; Hold two (2) years; destroy.

Juvenile Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-066	Docket Books	Documents relating to cases filed in juvenile courts. Included are docket books, bound and loose-leaf, and the pages thereof, in which is recorded information regarding children who are referred to the juvenile courts and complaints which are filed against them or in their interest. Also included are computer records or other electronic records of the information required to be maintained in the juvenile docket book in juvenile courts which store the docket sheet information electronically in lieu of maintaining a separate juvenile docket book.	28 Year from the end of the calendar year of the last entry	Cut off the file when the last entry is made in the book. May then transfer to local holding area; Hold twenty-eight (28) years from end of calendar year of last entry; destroy.
JB-067	Court Calendars	Documents relating to listing of matters to be heard, dates for hearing and styles of cases. Included are calendars for judges and associate judges.	1 Year	Cut off file series at the end of each calendar year; Hold in the current files area one year; destroy.
JB-068	Files and records of Juvenile Court Administered Programs	Documents relating to the administration of court programs including but not limited to the following: accountability court programs; community service programs; diversion programs; restitution programs; community oriented risk-reduction programs; parenting classes; Tough Love programs; mentoring programs; tutoring programs; and counseling programs. Included are attendance records, referrals to other programs, testing results, certificates, etc.	5 Years	Cut off at the end of each calendar year. Hold in current files area two years from date of creation; Transfer to local holding area; Hold three (3) years; destroy.

Juvenile Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-069	Traffic Case Files	<p>The individual juvenile court case files shall serve as the minutes. May include the following vital records: uniform traffic citations; complaints; petitions; all court orders; rights forms; notices of appeal; publications; applications for publication; transcripts; any other items in juvenile court files which are juvenile court generated and do not fall within the category of non-vital records. May include the following non-vital records: subpoenas; correspondence; intake data sheets; witness lists; route sheets; clerk or judge’s benchnotes; applications for court appointed attorney; social histories; victim impact statements; any duplicates of court generated documents or records; essays; community service reports; applications for bond; and case histories transmitted by another juvenile court. May include non-vital documents generated by other persons or agencies such as the following: records of ankle monitoring agencies; police reports; Department of Family and Children Services reports; Department of Juvenile Justice reports; psychologicals; and school discipline/attendance records.</p>	7 Years	<p>Cut off at the end of each calendar year. Hold in the current files area one (1) year from the calendar year in which the case was disposed of by disposition or remittitur. The court may then dispose of any documents or records defined above as “nonvital” or any non-juvenile court generated document which was not admitted into evidence. Transfer to local holding area; hold six (6) years; destroy.</p>

Probate Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-070	Applications, Bonds, and Permits for Fireworks Displays	Applications for public display or exhibition of fire-works. Included are applications, bonds, evidence of liability insurance, and permits.	6 Years	Hold in the current files area one (1) year; Transfer to local records center; Hold six (6) years; then destroy
JB-071	Election Tally Summary File	Included are election tally sheets.	6 years.	Cut off after election; Retain permanently. After four (4) years, paper original may be transferred to county records center or a local holding area OR Convert to Digital format or microfilm format. If originals are digitized or microfilmed, retain digital format of microfilm format permanently. Paper originals may be destroyed one (1) year after digitizing microfilming.

Probate Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-072	Estate Case Files (excluding Wills)	<p>The qualification of a legal representative and the management and distribution of the assets of an estate. Included are: original and recorded copies of all proceedings in relation to estates, excluding probate of wills. Examples are: applications for letters of appointment and dismissal of executors, administrators, and conservators under OCGA § 53; guardianships; applications for years' support; inventories and appraisements; applications for leave to sell property; and annual and final returns.</p>	Permanent	<p>Recorded copy: Cut off when book is completed; retain permanently. Transfer to local records center, local holding area, or county archives is authorized after four (4) years. Digitizing or microfilming and destroying of post-1900 volumes is authorized.</p> <p>Recording by digitizing microfilming is authorized, as well as the production of paper copies from the digital version or film version by the copyflow method or any other authorized methods. Original papers of estates closed prior to the use of imaging or Digitizing or photocopying as the method of recording: Retain permanently. Immediate transfer to local records center, local holding area, or county archives is authorized. Imaging or microfilming is authorized but the paper must be retained.</p> <p>Original papers filed after the use of photocopying as the method of recording: Cut off at end of each calendar year; Hold in current files area twenty-five (25) years; then, transfer to county records center, local holding area, or county archives for permanent retention.</p> <p>Digitizing and microfilming are authorized. If the records are digitized or microfilmed, the original paper file may not be destroyed until ten years after the case is closed or twenty-five (25) years after the file is begun, whichever occurs first.</p> <p>Note: (1) Any digitizing must be done in accordance with Archives Electronic Document Imaging Systems standards and any microfilming must be done in accordance with microfilm standards established pursuant to the Georgia Microforms Act (OCGA 50-18-6). (2) In any instance in which the records are maintained only in digital format or microfilm format, a reference copy of the film and digital reader or a microfilm reader-printer must be available in the court.</p>

Probate Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-073	(Hospitalization) Files Created Pursuant to Proceedings Under Chapter 3, 4, and 7 of Title 37 of the Official Code of Georgia Annotated and Proceedings Under Prior Official Codes Related Thereto (Involuntary Commitment Records)	The hospitalization and treatment of mentally ill, mentally retarded, alcoholics, drug-dependent individuals, and drug abusers. Included are originals of petitions, proceedings and orders relating to emergency admission, evaluation, and involuntary hospitalization, writ of habeas corpus, and protective orders, appointments of legal counsel and guardians ad litem, notices to parties, clinical or medical records of individuals, affidavits and certificates of examining physicians, and patient service plans. Hospitalization petitions may also contain guardianship applications.	75 years.	Hospitalization petitions filed on or after January 1, 1980: When notice of discharge from hospital is received or case is dismissed, remove from active file and place in inactive file; Cut off inactive file at end of each calendar year; Transfer to local holding area; Hold ten (10) years; then destroy. Hospitalization petitions filed before January 1, 1980: When notice of discharge from hospital is received or verified and guardian of person or property of patient appointed under the hospitalization petition, if any, is dismissed, remove from active file and place in inactive file; Cut off inactive file at end of each calendar year; Transfer to local holding area; Hold twenty (20) years; then destroy.
JB-074	Lists of persons who have been adjudicated as mentally incompetent	Records relating to deleting from electors lists the names of those persons who have been adjudicated as mentally incompetent. Included are lists prepared monthly by the Judge of the Probate Court and filed with the registrar giving names, addresses, and ages of persons who appear to be disqualified from voting by reason of an adjudication of mental incompetency during the preceding month.	2 Years	Retain two (2) years; then destroy.
JB-075	Marriage Records	Transcription, digitization, or photocopy of the marriage license recorded by the probate judge within 30 days of the marriage.	Permanent	Permanent. Vital Record duplicate and store offsite.
JB-076	Peddlers Licenses and Certificates of Legibility Files	Application for peddler's license and certificate of eligibility for disabled, indigent, disabled veterans, and the blind for a free license. Included are books or files containing any of the following: (1) receipt stubs of certificate or license; (2) application or affidavit for certificate or license; (3) letters of character reference; (4) letters from physicians of U.S. Veterans Administration (5) copies of applicant's military discharge; and (6) court copy of license.	2 Years	Receipt books and other listed files: Cut off file series when book is filled if created; Hold in current files area two (2) years; then destroy.

Probate Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-077	Weapons Carrying License Application File	The licensing of county residents to carry a weapon. Included are approved and denied applications for licenses to carry a weapon and supporting documents. Applications contain information supplied by the applicants that is pertinent to their eligibility to apply for the license. Supporting documents include mental health waiver forms, law enforcement reports, rap sheets, and other documents relating to issuance of the license.	6 Years	Hold six (6) years; then destroy. Implementation recommendation: Because licenses are confidential records and because they have short-term value, it is recommended that they be maintained in file cabinets rather than being bound into post binders.
JB-078	Public Officers' Oaths and Bonds	The oaths of office and bonds of public officials filed in the probate court. Included are copies of written oaths of office and accompanying certificates issued by the officer administering the oath which specify the day and year taken; official bonds of county officials; and books containing recorded copies of official bonds.	6 Years	1. Oaths of Office Retain for six (6) years after date of action. 2. Official Bonds Retain for six (6) years 3. Books containing recorded copies of bonds Cut off when book is filled; retain permanently. EXCEPTION: For any of these records dated prior to 1900, retain permanently.

Probate Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-079	Wills	<p align="center">Wills of decedents. Included are original, photostatic, imaged, and recorded copies of probated wills of decedents. Specifically excluded are wills of living persons filed in the Probate Court for safekeeping and wills filed but not probated.</p>	<p align="center">Permanent</p>	<p>Recorded copy: Retain permanently; Cut off file when book is complete; Transfer to a local records center, local holding area, or county archives is authorized after four (4) years. Imaging or Microfilming is authorized. For records Post-1900, volumes may be destroyed after imaging or microfilming and verification of the image or microfilm. Recording by imaging or microfilming is authorized, as well as the production of paper copies from the film by the copyflow or any other such method. Original Wills: Wills filed prior to the use of recording by photocopying: Retain permanently. Immediate transfer to a local records center, local holding area, or county archives is authorized. Imaging or microfilming is authorized but the paper copy must be retained. Wills filed after beginning the use of imaging or photocopying as the method of recording: Cut off at the end of each calendar year; Hold in the current files area permanently. Original wills may be transferred during the four (4) year holding period to a county records center, local holding area, or county archives if the recorded copy is retained in the current files area. Imaging or microfilming is authorized but if the records are imaged or microfilmed, the original wills may not be destroyed.</p> <p>Note: Any imaging must be done in accordance with Archives Electronic Document Imaging Systems standards or microfilming and film storage must be done in accordance with microfilm standards established pursuant to the Georgia Microforms Act (OCGA 50-18-6). In any instance in which the records are maintained only in image format or microfilm format, a reference copy of the film and a microfilm or image reader-printer must be available in the court.</p>

Magistrate Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-080	Arrest and Search Warrants Files	Documents relating to arrest and search warrants. Included are audio and video applications for warrants, supporting affidavits, and evidence. Specifically excludes the original of arrest warrants in which the defendant was bound over for trial by a magistrate to state or superior court. These original warrants should be transferred with the case file to the trial court.	10 Years	Cut off the file series at the end of each calendar year. Hold in the current files area ten (10) years; then destroy.
JB-081	Good Behavior Bonds	Documents relating to Good Behavior Warrants. Included are applications for warrants, supporting affidavits and or law enforcement reports or supplementals and evidence, including audio and video of Good Behavior Warrant proceedings.	7 Years	All original documents shall be kept in the Magistrate Court. Seven (7) years; see OCGA § 17-6-90
JB-082	Civil Case Files	Documents relating to trying of civil cases in Magistrate Courts. Included are all pleadings, exhibits, transcripts, judgments, and related papers appropriate for inclusion in case files as required by statute or by the Uniform Rules for the Magistrate Courts. (Some courts maintain indexes to their case files and dockets. The retention of these indexes is covered in the schedule Magistrate Court Civil Dockets.) Includes affidavits for summons of dispossessory, applications for summons of foreclosure of personal property, and abandonment of automobiles or vessels.	10 Years	Hold in active file until case is closed; then, place in inactive file. Then cut off inactive file at end of calendar year; hold ten (10) years and then destroy. Transfer of inactive file one year after cut-off to a county records center or local holding area is authorized. If a judgment is renewed or enforcement is actively pursued in accordance with OCGA § 9-12-60 within the ten-year period, transfer case back to current files area and treat as a newly closed case.
JB-083	Transcripts, Recordings or Notes of Proceedings as Court Inquiry	Documents relating to certified verbatim records, digital recordings, any other audio recordings or video recordings, including certified records of court reporters' transcriptions.	Three (3) years from end of each calendar year or duration of sentence, whichever is longer.	

**Prosecuting Attorney
Records**

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-084	Misdemeanor, Traffic and Ordinance Violations	Documents relating to the investigation of prosecution of Misdemeanor and misdemeanor traffic under Georgia law and alleged violations of county ordinances which are brought against individuals and corporations.	5 Years	Transfer to closed files when all direct appeals are completed or right to a direct appeal has terminated; then, hold in closed file area until end of calendar year; then, transfer to local holding facility (Records Center), hold five (5) years;
JB-085	Prosecutor's Felony Case Files	Documents relating to prosecution of individuals for felony violations of Georgia law. This file series is within the District Attorney's office.	25 Years	Transfer to closed files when all appeals are completed or right to direct appeal terminates: then, transfer to local holding area, hold for one (1) year (if facilities are available) or transfer to Records Center and hold for twenty-five (25) years (including any period of time held in holding area (provided that the Records Center facility is available: then
JB-086	District Attorney's Files on Child Support	Documents relating to civil actions brought by the District Attorney on behalf of a parent or guardian to obtain for enforce support of minor children. Included are petitions, pauper's affidavits, summons and rule nisi, rules for contempt, orders, answers, depositions, interrogatories, other discovery papers, pleadings, transcript, judgments, motions, District Attorney's personal notes, notice of appeal, <u>briefs and other related documents.</u>	3 Years	Cut off file series at the end of each calendar year; transfer to closed files when case is closed by court order or operation of law; then, hold in closed files to the end of calendar year; cut off at end of calendar year; then, transfer to local holding area (if available), hold three (3) years; then destroy.
JB-087	D.A. Child Support Undocumented Case Files	Documents relating to cases referred to the District Attorney's office by the Department of Human Services pursuant to OCGA § 19-11-1 et. seq. which were not docketed in any court due to insufficiency of the evidence or statements made by the custodial parent (recipient) which prevent initiation of a paternity action. Included are DHS referral documents, correspondence relating to case, notices to potential defendant and affidavit of custodial parent as to paternity.	3 Years	Transfer to closed case files upon administrative determination that evidence is insufficient to obtain a judgment; then, hold in closed case files until end of calendar year; cut off at end of calendar year; then, transfer to local holding area (if available) hold three (3) years; then destroy.
JB-088	Prosecutor's Dismissed Misdemeanor and Misdemeanor Traffic Case Files	Records of cases referred to Prosecutor investigation of Misdemeanor, misdemeanor traffic, or ordinance violations dismissed before filing. OBTS form forwarded to GCIC; if local practice requires it – return original to clerk.	3 Years	Retain three (3) years; hold in closed files for no longer than one (1) year; transfer to local holding area; then destroy.
JB-089	Attorney Case Files	Records to documentation of agency attorney in advising and representing the agency.	6 years after settlement of case	

Municipal Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-090	Executed Arrest Warrants	Summons for an individual who has not appeared in court for sentencing.	3 years after court appearance	
JB-091	Open Arrest Warrants	Summons for an individual who has not appeared in court for sentencing.	15 years for all others	
JB-092	Traffic	Serious traffic (suspendable).	6 years.	
JB-093	Cash Bond List	List of offenses under the court's jurisdiction and bond amount set for each offense.	3 years after superseded	
JB-094	Citation Intake List	List of citations received from public safety officers by the court.	1 years.	
JB-095	Court Calendar	Documents relating to list of matters to be heard, dates, and styles of cases (99-0012).	1 Year	
JB-096	Court Docket	Books which generally contain essential information in summary form about each traffic case adjudicated.	7 years.	
JB-097	DDS Electronic Transfer	List of convictions and failures to appear to transferred to DDS.	7 years.	
JB-098	Dismissed Misdemeanor and Misdemeanor Traffic Case Files	Documents relating to the investigation and prosecuting of misdemeanor and traffic offenses under Ga. Law and alleged violations of city ordinances which are brought against an individual.	3 years after closure	
JB-099	DUI Case File	Documents that support, refer, or reflect to the adjudication of a DUI case.	10 years.	
JB-100	DUI Notices/Photos	Notice of conviction of 2nd subsequent DUI sent to local newspaper.	10 years.	
JB-101	GCIC/NCIC Printouts	Driver and criminal histories printed for use by prosecutor and judge.	Until file closure.	
JB-102	Jail List	List received showing defendants incarcerated from public safety or jail.	1 year.	
JB-103	Misdemeanor Case Files, Traffic Court	Court adjudication of misdemeanor traffic citations issued by authorized public safety officers and documents specific to the case.	7 years.	
JB-104	Misdemeanor Court Records - Case Files	Documents supporting the adjudication of a case.	10 years.	

Judicial Council

Ad Hoc Committee on Records Retention Draft as of 9.8.17

Municipal Records

Schedule Number	Record Type	Description	Retention	Archival Instructions
JB-105	Misdemeanor Traffic Offenses Transferred to Another Jurisdiction	Citations, accusations, and summons transferred to higher court for jury trial or another court of jurisdiction.	7 years after appearance in court.	
JB-106	Prisoner Mail Logs	Record of all mail received from an inmate.	1 Year	
JB-107	Probation Records	Official records pursuant to an individual probationary status, including probation officer, probationary conditions, and length of term.	7 years.	
JB-108	Telephone Taps	Court order for telephone taps	10 Years	
JB-109	Grand Jury Presentment	Grand jury reports	10 years.	
JB-110	Legal Order Designation	Declaring the local paper as the Official Organ.	7 years.	
JB-111	Terms of Court	Quarterly reporting of opening and closing the court terms	7 years.	
JB-112	Writ of Habeas Corpus	The writ of habeas corpus is an extraordinary remedy because it gives a court the power to release a prisoner after the prisoner has been processed through the criminal justice system, with all its procedural safeguards and appeals	7 years.	
JB-113	Ordinance Violation	Records concerning ordinance violations.	2 years.	Two (2) years, hold in closed files for two (2) years; see OCGA 15-10-63.

Judicial Council

Ad Hoc Committee on Records Retention Draft as of 9.8.17