

Magistrate Courts Statewide Records Retention Schedules

SERIES TITLE: ARREST AND SEARCH WARRANTS FILES

Schedule: 85-43

Consists of: Documents relating to arrest and search warrants. Included are 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.

Retention: Series 1983 to present: Cut off the file series at the end of each calendar year. Hold in the current files area ten (10) years; then destroy.

Approved May 6, 1985

SERIES TITLE: CIVIL CASE FILES

Schedules: 87-65

Consist of: 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*.)

Retention: Series July 1, 1983 to present. 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.

Note: 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 O.C.G.A. §9-12-60 within the ten-year period, transfer case back to current files area and treat as a newly closed case.

Approved June 25, 1987

SERIES TITLE: TRANSCRIPTS, RECORDINGS, OR NOTES OF PROCEEDINGS AS COURT INQUIRY

Schedules: 84-39

Consist of: Documents relating to certified transcripts, recordings, or notes of proceedings as a court of inquiry. Included are: 1) certified verbatim records or narrative recollections

of committal hearings in criminal cases, and 2) recordings or notes made by electronic, mechanical, or manual means of committal hearings in criminal cases.

Retention: Cut off file series end of each calendar year. In cases in which the defendant is bound over to another court for trial, transfer the transcript, recording, or notes with the warrant to the trial court. Otherwise, hold transcript, recording, or notes for two (2) years; then destroy.

Approved June 25, 1984