

SCHEDULE OF JUSTICE OF THE PEACE COURT RECORDS FOR PRESERVATION AND DESTRUCTION 2025

The period of years after which any record shall be destroyed, as specified below, shall be calculated from the date of the last entry in that record. Sheriff clerks are responsible for arranging the destruction of these records without referring first to the National Records of Scotland (NRS).

KEY

Record Type	Media	Keep for	Action/ Responsibility	
Description of the type of record	The media and format of the record E : Electronic/ digital P: Paper M: Microform/fiche C: audio cassette	How long to keep record for	What action should occur after the time period in duration has elapsed and which body is responsible for the completion of the action	Actions at traffic light colour coded to aid application of the schedule. GREEN = can be destroyed AMBER = usually destroyed but may be of interest to child abuse inquiry (see below) RED = must not be destroyed, preserved permanently by NRS

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Record Type	Media	Keep for	Action/ Responsibility
Means court sheets	P	1 year	Court staff: DESTROY
Statistics gathered for central government	P/E	2 years	Court staff: DESTROY
Statistics gathered for local management purposes	P/E	2 years	Court staff: DESTROY
Electronic case management system	E	5 years	Transfer to NRS: PRESERVE
Cash sheets	P	6 years	Court staff: DESTROY
Records of fines	P	6 years	Court staff: DESTROY
Record of transfers in/out	P	6 years	Court staff: DESTROY
General correspondence	P	6 years	Court staff: DESTROY
Utility warrants	P	2 years	Court staff: DESTROY
Summary Complaints	P	10 years	Court Staff: DESTROY
Fixed penalty and fiscal fines	P	10 years	Court staff: DESTROY
Means Enquiry Court records	P	10 years	Court staff: DESTROY
Court Sheets	P	10 years	Court staff: DESTROY
Register of cases	P	10 years	Transfer to NRS: PRESERVE
Appeals registers	P	10 years	Transfer to NRS: PRESERVE
Signed Justice of the Peace Oaths of allegiance	P	25 years	Transfer to NRS: PRESERVE
Register of signatures to oath of allegiance	P	25 years	Transfer to NRS: PRESERVE