

## SUMMARY COURT RETENTION SCHEDULES

### DISPOSED COURT DOCKETS (CRIMINAL, CIVIL, TRAFFIC) SC-02

#### Description:

DISPOSED CRIMINAL DOCKET (SCCA FORM SCCA/502)  
DISPOSED CIVIL DOCKET (SCCA FORM SCCA/504)  
DISPOSED TRAFFIC DOCKET (SCCA FORM SCCA/506)

Documents cases listed for trial and disposed of in summary courts. Information includes defendant's name, plaintiff's name (if any), case number, charge, name of arresting officer, receipt number, money collected or refunded, disposition of case.

Retention: PERMANENT. Microfilm optional.

### CASE FILES (CRIMINAL AND TRAFFIC) SC-03

#### Description:

Summary court files for cases involving either traffic or criminal violations. Also included are bench trials by the judge without a jury. Information may include some of the following: warrant number, defendant name, address, charge, affidavit, booking report, accident report, statements of evidence, disposition, findings, sentence. This information is summarized in the court dockets.

Retention: DUI Cases: 10 years after disposition of case, then destroy.  
Non-DUI Traffic Cases: 5 years after disposition of case, then destroy.  
Criminal Non Traffic Cases: 15 years after disposition of case, then destroy.

### CIVIL CASE FILES SC-04

#### Description:

Magistrate's civil case files documenting civil cases heard. Information includes name and address of plaintiff and defendant, magistrate's name, case number, lawyer's name, date of hearing and disposition of the case. This information is summarized on civil dockets.

Retention: Claim and Delivery Cases: 3 years, then destroy.  
Eviction Cases: 1 year, then destroy.  
Other Cases: 10 years after date of judgement, then destroy.

### GENERAL SESSIONS FILES SC-05

#### Description:

Duplicate copies of summary court case files that are being transferred to General Sessions Court. Files include copies of warrants and copies of bonds.

Retention: 3 years after disposition of case, then destroy.

**CERTIFICATES OF TRANSMITTAL OF CRIMINAL CASES SC-06**Description:**CERTIFICATES OF TRANSMITTAL (SCCA FORM SCCA/215)**

Documents the transmittal of criminal charging papers and related documents from the summary courts to the clerk of court. The clerk is responsible for verifying information and sending a copy of the record to South Carolina Court Administration where the information is used in monitoring the number of active arrest warrants on file in each clerk of court office. Information includes county, date, name, name and title of transmitting official, name of accused, date of arrest warrant or ticket number, whether dismissed at preliminary hearing, papers transmitted, date received in clerk's office, by whom received, date transmitted to solicitor, by whom received. This record is retained by Court Administration for a period of 7 years according to State Records Management Schedule SC-CA-14.

Retention: 2 years, then destroy.

**CERTIFICATES OF TRANSMITTAL OF CIVIL CASES SC-07**Description:**TRANSMITTAL FORM FOR DOCUMENTS IN CIVIL ACTIONS (SCCA FORM SCCA/518)**

Documents the transmittal of civil papers and related documents from the summary court to the clerk of court. The clerk is responsible for verifying information and sending a copy to South Carolina Court Administration where the information is used in monitoring the number of civil cases on file. Information includes county, date, name of case, filing date, service date, plaintiff claim, defendant claim, documents transmitted, date of receipt, by whom received.

Retention: 2 years, then destroy.

**COURTROOM PROCEEDINGS-CASSETTE TAPES SC-08**Description:

Recordings of actual court cases held by summary court and of General Sessions Court cases. Tapes of summary court cases are not transcribed unless an appeal is filed.

Retention: Preliminary Hearings Tapes: 3 years, then destroy/reuse.

Summary Court Trial Tapes: 60 days, then destroy/reuse.

**APPEALS SC-09**Description:

Documents an appeal to General Sessions by a defendant when he/she is not satisfied with the judgement made in the summary court. Information includes notice of intention to appeal, case name, statement of intent to appeal, date on which to appeal, defendant's signature, and address, and date.

Retention: 5 years after final judgement, then destroy.

## **ARREST WARRANTS SC-10**

### Description:

#### **ARREST WARRANTS (SCCA FORM SCCA/518 WHITE COPY)**

Original documents issued by the summary court judge or other competent authority addressed to a sheriff, police chief or other officer, requiring him to arrest the person named and bring him before the court to answer the charge(s) listed on the document. Information includes warrant number, defendant name, address, date, charge, affidavit, and disposition.

Retention: Warrants for DUI Offenses: 10 years after disposition of case, then destroy. Warrants for Other Traffic Offenses: 5 years after disposition of case, then destroy.

Warrants for Criminal Non Traffic Offenses: 15 years after disposition of case, then destroy.

## **WARRANT STUB BOOKS SC-11**

### Description:

#### **WARRANT STUB BOOKS (SCCA FORM NO NUMBER)**

Defunct stub books for warrants issued by the summary court judge. Information includes name, case number, date of offense, date of warrant, charge, law officer receiving warrant. This information is summarized on original arrest warrant and in the summary court dockets. Warrant stub books are no longer issued and will only be used until there are no more. These have been replaced by Warrant Duplicate Books.

Retention: 3 years after the return of the last warrant in the stub book, then destroy.

## **WARRANT DUPLICATE BOOKS SC-12**

### Description:

#### **ARREST WARRANTS (SCCA FORM SCCA/518 PINK COPY)**

Duplicate books for warrants issued by the summary court judge. Information includes name, case number, date of offense, date of warrant, charge, law officer receiving warrant. These books replaced warrant stub books. This information is summarized on the original arrest warrant and in the summary court dockets.

Retention: 10 years after the return of the last warrant in the duplicate book, then destroy.

## **SEARCH WARRANT SC-13**

### Description:

#### **SEARCH WARRANT (SCCA FORM SCCA/213)**

Original documents issued by the summary court judge or other competent authority addressed to a sheriff, police chief, or other officer, requiring the search and seizure of property for evidence. Information includes description of premises (person, place, or thing) to be searched, description of property, written inventory of all property seized pursuant to search warrant, date, and signatures of judge and of officer executing warrant.

Retention: 5 years after date of return, then destroy.

## **SEARCH WARRANT LOG BOOKS SC-14**

Description:

### **SEARCH WARRANT LOG BOOKS (SCCA NO FORM NUMBER)**

Log book of search warrants issued by the summary courts. Information includes date, name, address, type of search warrant. The date of return of the warrant is recorded after the warrant is returned.

Retention: 5 years after last warrant is returned, then destroy.

## **UNIFORM TRAFFIC TICKETS SC-15**

Description:

### **SOUTH CAROLINA STATE HIGHWAY PATROL UNIFORM TRAFFIC TICKETS (FORM 438)**

Record consists of the summary court's copies (green) of the traffic tickets used by all law enforcement agencies in the State. Information includes name of municipality; name, address, and driver's license number of person charged; description of vehicle; name of trial officer; offense; name of vehicle owner; name of arresting officer; conditions and location of offense; disposition of case; ticket number; and certification signature of police officer.

Retention: Tickets for DUI Offenses: 10 years after disposition of case, then destroy.  
Tickets for Other Traffic Offenses: 5 years after disposition of case, then destroy.  
Tickets for Criminal Non Traffic Offenses: 15 years after disposition of case, then destroy.

## **ALCOHOL AND BEVERAGE CONTROL COMMISSION SUMMONS AND ARREST REPORT SC-16**

Description:

### **OFFICIAL SUMMONS AND ARREST REPORT STATE OF SOUTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION**

Summons to appear before the trial officer for Alcohol and Beverage Control violations. Information includes name, address, name of trial officer, date and time of trial, nature of offense, place of arrest, description of accused, disposition, sentence.

Retention: Tickets for DUI Offenses: 10 years after disposition of case, then destroy.  
Tickets for Other Traffic Offenses: 5 years after disposition of case, then destroy.  
Tickets for Criminal Non Traffic Offenses: 15 years after disposition of case, then destroy.

## **OFFICIAL SUMMONS OF THE SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES SC-17**

### Description:

## **SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES ARREST REPORT AND TRIAL SUMMONS**

Summons issued for Department of Natural Resources violations. Information includes name, social security number, address, judge's name, address, charge, code section number, bond posted, amount, conservation officer signature.

Retention: 5 years, then destroy.

## **DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL (DHEC) ARREST AND SUMMONS REPORT SC-18**

### Description:

## **SOUTH CAROLINA DEPARTMENT OF HEALTH & ENVIRONMENT CONTROL ARREST REPORT & TRIAL SUMMONS**

Summons issued for DHEC violations. Information includes name, address, judge's name, address, date, charge, code section, location, bond posted, signature of environmental control officer.

Retention: 5 years, then destroy.

## **JURY SUMMONS SC-19**

### Description:

## **JURY SUMMONS (SCCA FORM MC-35)**

Documents jury summons (jury venire) served by the sheriff, other authorized official, or by mail during the court term. Information includes name of county, court type, court term, and name of juror.

Retention: 3 years, then destroy.

## **JURY VENIRE LIST SC-20**

### Description:

## **JURY VENIRE LIST (NO NUMBER)**

List of persons called for jury in summary courts. These lists may be computer generated. Information includes type of court, court term, name of juror, address,

occupation, age, sex, race, voter registration number.

Retention: 3 years, then destroy.

## **NON-RESIDENT VIOLATOR COMPACT FORM (NRVC) SC-21**

Description:

### **NON-RESIDENT VIOLATOR COMPACT FORM (NRVC) (HIGHWAY DEPARTMENT FORM DL-53 PINK COPY ONLY)**

Form allowing a driver in South Carolina and in other states with member jurisdiction to proceed on his own recognizance following the issuance of the uniform traffic ticket except under certain conditions. Information includes citation number, date and time of violation, description of violation, drivers license number, state, date of birth, name and address, registration number, state, description of vehicle, name of court, mailing address, authorized by.

Retention: Summary Court Blue Copy: Until fine is received, then forward to defendant.

Summary Court Pink Copy: 10 years after fine is received, then destroy.

## **NRVC LOG BOOK SC-22**

Description:

### **NRVC LOG BOOK (NO FORM NUMBER)**

Alphabetical list of persons issued an NRVC with the date paid indicated. Information includes name, address, citation number, date paid. This is used to confirm payment of fines if the driver does not submit his copy of the NRVC for reinstatement of his drivers license.

Retention: 10 years, then destroy.

## **BANKING RECORDS SC-23**

Description:

### **(NO FORM NUMBER)**

Cancelled checks and deposit slips written by the county along with the statements issued by the bank. Information includes (1) checks: date, to whom paid, amount, check number, signature of finance officer; (2) bank statements: list of checks for one month period, dates, beginning balance, ending balance; and (3) deposit slips: date, amounts of deposits, and total deposit. Court order requires the retention of banking and financial records for 7 years from the date of issuance.

Retention: 7 years, then destroy.

## **RECEIPTS SC-24**

Description:

**MAGISTRATE'S RECEIPT (SCCA FORM (SCCA/517)  
MAGISTRATES (COMPUTER RECEIPT (NO FORM NUMBER)  
MUNICIPAL RECEIPT (NO FORM NUMBER)**

Copies of individual receipts issued to persons remitting funds to summary courts. These receipts are issued for payment of fines, filing fees, and other related purposes. Information includes date, number, from whom received, amount, and authorized signature.

Retention: 7 years, then destroy.

**FINAL DISPOSITION REPORT SC-25**

Description:

**FINAL DISPOSITION REPORT (NO FORM NUMBER)**

Monthly report of the final disposition of cases. Information includes docket number, judge, CRN number, offender's name, address, identification, birth date, sex, race, officer 1, officer 2, offenses, and payments.

Retention: Until no longer needed for administrative purposes, then destroy.

**MUNICIPAL COURT MONTHLY REPORTS SC-26**

Description:

**MUNICIPAL COURT MONTHLY REPORTS (SCCA FORM SCCA/608)**

S. C. Court Administration Form "Municipal Court's Monthly Report to the Administration of the Court" that is used by municipal courts to report their monthly activities. Form reflects the name and location of court and the reporting period. In addition, this form contains specific information on the number, type, status, and disposition of criminal and examining hearings. Form also contains information on the number and type of bail bonds set, number of arrest and search warrants issued and refused, number and type of counseling sessions held and number of Peace Bonds ordered.

Retention: 3 years, then destroy.

**CRIMINAL CASES MORE THAN 60 DAYS OLD SC-27**

Description:

**CRIMINAL CASES MORE THAN 60 DAYS OLD (SCCA FORM SCCA/609)**

S.C. Court Administration Form that is used by magistrate courts to report on criminal cases over 60 days old that are awaiting trial. Information includes name of judge, month, year, court, date warrant or ticket filed, name of defendant, warrant or ticket number, offense, reason for delay, scheduled trial date.

Retention: 3 years, then destroy.

**STATE FEE REPORTS SC-28**Description:**STATE FEES REPORT (COMPUTER REPORT NO NUMBER)**

Reports of state fees paid to the summary court to be sent to the State Treasurer. Information includes docket number, offense number, date of offense, Local Corrections Facility, Community Correction Assessment, S.C. Law Enforcement Training Fine less than or equal to \$99, S.C. Hall of Fame, Drug Assessment, Driving Under the Influence Testing, Littering, S.C. Law Enforcement Training greater than \$99, totals.

Retention: 3 years, then destroy.

**MONTHLY FINANCIAL REPORTS SC-29**Description:**MONTHLY FINANCIAL REPORTS (COMPUTER NO NUMBER)**

Monthly reports to the county or municipal treasurer of fees collected. Information includes ticket number, name, offense code, description, total fees, total fines, total collected.

Retention: 7 years, then destroy.

**CIVIL MONTHLY DISTRIBUTION REPORTS SC-30**Description:**CIVIL MONTHLY DISTRIBUTION REPORTS (COMPUTER NO NUMBER)**

Monthly distribution report by magistrates to the county treasurer for civil cases disposed. Information includes case number, plaintiff name, defendant name, complaint, filing fee, type of case.

Retention: 3 years, then destroy.

**LOCAL CORRECTIONAL FACILITIES TRANSMITTAL REPORT SC-31**Description:**MUNICIPAL COURT CERTIFICATE OF LCF TRANSMITTAL (NO FORM NUMBER ATTACHMENT F)****MAGISTRATE COURT CERTIFICATE OF LCF TRANSMITTAL (NO FORM NUMBER ATTACHMENT F)**

Record of persons transmitted to local correctional facilities and the amount assessed reported to the treasurer for financial purposes. Information includes Moving Violations: to treasurer, from court, month, assessment times amount, total amount; Non-Moving Violations: number traffic/criminal, convictions, number times



amount, total.

Retention: 3 years, then destroy.

## **SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY (SCDPS) TRANSMITTAL FORMS SC-32**

### Description:

## **SOUTH CAROLINA TRAFFIC CITATION AND DRIVERS LICENSE TRANSMITTAL FORM (SCHP FORM DL 76-B)**

Forms used to transmit citations and/or drivers licenses to the SCDPS from the summary courts. Information includes issuing agency, transmitted to, by mail or in person, submitted by and date, received by and date, list of citations submitted, total number submitted, driver's name, drivers license number, date drivers license surrendered, number of drivers licenses attached, court and address of court, telephone number, date.

Retention: 3 years, then destroy.

## **BONDS TO FINES REPORT SC-33**

### Description:

## **BONDS TO FINES REPORT (COMPUTER REPORT NO FORM NUMBER)**

Record of bond payments converted toward payments of fines. Information includes report date, period ending date, docket number, name, date, method of payment, bond to fine amount.

Retention: 3 years, then destroy.

## **STATE LAW ENFORCEMENT DIVISION (SLED) MONTHLY REPORTS SC-34**

### Description:

## **STATE LAW ENFORCEMENT DIVISION (SLED) MONTHLY REPORTS**

Monthly reports from summary courts submitted to SLED for statistical reporting of crimes in the area. Information includes defendant's name, date of birth, sex, social security number, ticket number, warrant number, date of arrest, offense code, date of disposition, arresting agency, sentence.

Retention: 3 years, then destroy.

## **SOUTH CAROLINA CRIMINAL JUSTICE ACADEMY REPORTS SC-35**

### Description:

## **REMITTANCE FOR SOUTH CAROLINA LAW ENFORCEMENT TRAINING COUNCIL (CJA FORM CJA-1-70)**

Monthly reports from the summary courts to the Criminal Justice Academy. Information includes number of cases disposed, amount per case, contributions to the Criminal Justice Hall of Fame, contributions to the Law Enforcement Training Council.

Retention: 3 years, then destroy.

## **SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES REPORTS SC-36**

### Description:

#### **DEPARTMENT OF NATURAL RESOURCES (WL FORM SBS110-01)**

Monthly reports received from the Wildlife Department relating to the disposition of wildlife violations. Information includes summons number, defendant name, conviction date, type of summons, fine, amount paid.

Retention: 3 years, then destroy.