

Court Records Retention Periods  
per *Mississippi Code*

<b>Court</b>	<b>Code</b>	<b>Record Series</b>	<b>Retention</b>
All courts <i>(except Municipal - not considered a "court of record")</i>	§ 25-59-17	Court records: No schedules	Supreme Court must grant MDAH authority
<b>Disposal without MDAH approval</b>			
Municipal	GSM-09-03	Case files	7 years
Circuit/County	§ 13-5-36	Jury selection & service records	4 years after refill (April)
Municipal	GSM-09-04	Traffic Case files	3 yrs after audit after fine paid
All courts	§ 13-1-155	Exhibits - civil cases	90 days after final disposition
<b>Disposal with MDAH approval</b>			
<i>All courts</i>	§ 9-5-171 (old) <sup>1</sup>	<i>Court Reporters' notebooks, tapes, transcripts, etc.</i>	<i>5 yrs inventoried; 6 yrs no inventory</i>
<i>Chancery</i>	§ 9-5-171 (old) <sup>1</sup>	<i>Probated claims against estates</i>	<i>10 years</i>
<i>Chancery</i>	§ 9-5-171 (old) <sup>1</sup>	<i>Chancellor's trial docket sheets</i>	<i>5 years</i>
Circuit/County	§ 9-7-128	Closed case files	10 years / MDAH approval
Circuit/County	§ 9-7-128	"Loose records"	10 years / MDAH approval
Circuit/County	§ 9-7-128	Criminal files - convicted	20 years if sentence served / MDAH approval
Justice	§ 9-11-11	Closed civil & criminal case files	7-1/2 years / MDAH approval
<i>Justice</i>	§ 9-5-171 (old) <sup>1</sup>	<i>Justice court reports of fines collected</i>	<i>5 years</i>
Youth	§ 43-21-265	Any records except medical/mental health exams	Judge's discretion / MDAH approval
Youth	§ 41-9-69	Medical/mental health exams	10 years / MDAH approval
<b>Permanent by statute</b>			
Circuit/County	§ 9-7-128	Docket books <sup>2</sup> , minute books, etc.	Permanent
Circuit/County	§ 9-7-128	Abstract of judgment, judgment roll	Permanent
<b>Electronically Stored Records</b>			
All offices	§ 9-1-53	Electronically filed or stored documents may be kept in lieu of any paper documents	
All offices	§ 19-15-3	Elec records "official," dispose paper after reproduction	BOS approval / MDAH standards
Circuit/County	§ 9-7-128	County ct civil & criminal closed files elec stored	Paper - 3 years
Circuit/County	§ 9-7-128	Circuit ct civil & criminal closed files elec stored	Paper - 5 years

<sup>1</sup> Note: Sec 9-5-171 revised in 2006; provisions for disposal of these records no longer covered by statute  
MDAH provides Records Disposal Authorizations for these records following previous version.

<sup>2</sup> Attorney General's opinions in 1978 and 1993 consider this permanent retention applies to justice court docket books also