

INTRODUCTION

This form should be completed by sheriff clerks prior to a records inspection visit by NAS and emailed to: court&legal@nas.gov.uk. It will provide us with a helpful summary of records for transmission.

Please enter quantities and format (i.e. volume, box, bundle, etc) alongside the record classes listed on the form. Do not include paper records less than 25 years old, apart from commissary records. If you have any queries concerning this form, please telephone 0131 270 3301.

Example:

TRANSMITTED	RECORD CLASS	QUANTITY	DATES
After 25 years	Adoption register	<i>1 volume</i>	<i>1952-1975</i>
	A & B Processes	<i>25 boxes</i>	<i>1964-1978</i>

For information on the care, preservation and destruction of sheriff court record classes not listed on this form please refer to the Schedule of Sheriff Court Records for Preservation and Destruction (Scottish Court Service Circular 02/2004).

Please note that sheriff clerks are encouraged to identify and bring to NAS attention anything which seems to be of significant historical or legal interest but which is not within a category listed for preservation.

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SHERIFF COURT RECORDS PRE-INSPECTION SURVEY FORM

ORDINARY COURT - *Records in electronic form:*

TRANSMITTED	RECORD CLASS	QUANTITY	DATES
After 5 years	<i>Records in electronic form:</i> Act / minute books 'A' register 'B' register Appeals register Register of sequestrations Sequestrations Club applications		

SHERIFF COURT RECORDS PRE-INSPECTION SURVEY FORM

ORDINARY COURT - *Records in paper form:*

TRANSMITTED	RECORD CLASS	QUANTITY	DATES
After 25 years	<p><i>Records in paper form:</i></p> <p>Processes and applications other than those mentioned elsewhere, including:</p> <p>Adoptions</p> <p>Divorces - all cases including Simplified Procedure divorces for which register entries do not exist and cases which were previously contested (see Schedule for further explanation)</p> <p>Parental rights cases, e.g. access, custody, aliment</p> <p>Sequestrations</p> <p>Fatal Accident Inquiries - all papers</p> <p>Club applications</p> <p>Gaming licence applications</p> <p>Act/minute books</p> <p>Roll/diet books</p> <p>'A' register</p> <p>'B' register</p> <p>Adoption register</p> <p>Divorce register</p> <p>Appeals register</p> <p>Register of sequestrations</p> <p>Register of English and Irish judgements/inferior courts register</p> <p>Register under Debtors (Scotland) Act 1987</p> <p>Register of reports of poindings and sales, including sequestration sales</p> <p>Register of clubs</p> <p>Register of gaming licences</p> <p>Register of judicial factors</p> <p>Indexes to processes or registers</p>		

SHERIFF COURT RECORDS PRE-INSPECTION SURVEY FORM

SUMMARY CAUSES

TRANSMITTED	RECORD CLASS	QUANTITY	DATES
After 5 years	<i>Records in electronic form:</i> Summary Cause register (RSC1 and RSC2)		
After 25 years	<i>Records in paper form:</i> Summary Cause register (RSC1 and RSC2)		

SMALL CLAIMS

TRANSMITTED	RECORD CLASS	QUANTITY	DATES
After 5 years	<i>Records in electronic form:</i> Small Claims register		
After 25 years	<i>Records in paper form:</i> Small Claims register		

CRIMINAL COURTS

TRANSMITTED	RECORD CLASS	QUANTITY	DATES
After 5 years	<i>Records in electronic form:</i> Experimental Drugs Court records		
After 25 years	<i>Records in paper form:</i> Criminal and Quasi-Criminal roll book Register of applications under Social Work (Scotland) Act, 1968 Indictments/record of criminal jury trials Applications to Sheriff under Social Work (Scotland) Act, 1968 Appeals register Fiscal/fixed penalty register (only Kirkwall, Lerwick and Lochmaddy) Criminal indexes, including card indexes		

SHERIFF COURT RECORDS PRE-INSPECTION SURVEY FORM

COMMISSARY COURT

TRANSMITTED	RECORD CLASS	QUANTITY	DATES
After 10 years	<i>Records in paper form:</i> Register of confirmations (to 1984) Register of inventories (to 1984) Register of wills (to 1984) Register/minute book of petitions/applications		

REGISTER OF DEEDS AND PROTESTS

TRANSMITTED	RECORD CLASS	QUANTITY	DATES
After 25 years	<i>Records in paper form:</i> Register of deeds and minute books Register of protests and minute books Recorded deeds Register of hornings		

SMALL DEBT COURT (ceased 1976)

TRANSMITTED	RECORD CLASS	QUANTITY	DATES
After 25 years	<i>Records in paper form:</i> Court books		

WORKMEN'S COMPENSATION ACT

TRANSMITTED	RECORD CLASS	QUANTITY	DATES
After 25 years	<i>Records in paper form:</i> Special register Memoranda of agreement Minute book of memoranda of agreement Register of arbitration applications Processes Medical reports and certificates		

SHERIFF COURT RECORDS PRE-INSPECTION SURVEY FORM

OTHER RECORDS

TRANSMITTED	RECORD CLASS	QUANTITY	DATES
After 25 years	<i>Records in paper form:</i> Parliamentary deposits and plans		

OBSOLETE / HISTORICAL RECORDS

TRANSMITTED	RECORD CLASS	QUANTITY	DATES
After 25 years	<i>Records in paper form:</i> Juvenile Court register Colonial probates Sheriff of Chancery register		
For transmission when a transmission of the main series of records is arranged	<i>Records in paper form:</i> Register of Extract decrees Jury books prior to 1949 Debts Recovery Court books Freeholders' records Regality Court records Fiars Court register and proceedings Commissioners of Supply records Justices of the Peace records Register of Improvements to Entailed Estates and related vouchers		

ADDITIONAL RECORDS

TRANSMITTED	RECORD CLASS	QUANTITY	DATES