

Provisional Schedule

November 2002

Schedule of Court of Session records for preservation and destruction

[(in terms of Statutory Instrument 1990 No. 106(S.8), the Disposal of Court Records (Scotland) Regulations 1990)]

Certain records are designated for destruction after specified periods, which shall be calculated from the date of the last entry in that record. The Court's officers are responsible for arranging the destruction of these records without referring first to the National Archives of Scotland.

The majority of records are transmitted on an annual basis, being picked up from the Court of Session buildings. Others (including indexes) are to be transmitted to Court and Legal Records Branch, National Archives of Scotland, Thomas Thompson House, 99 Bankhead Crossway North, Sighthill, EH11 4DX. 0131-270-3314 / 3313 / 3312. Or e-mail court&legal@nas.gov.uk

The start date for the introduction of this schedule is **January 2003**, when the Court of Session will be creating all indexes from their Court Management System (CMS).

The structure and content of the indexes is not stated here, but this is subject to agreement between the Court and the National Archives.

RECORDS

RECORD	ACTION	FORMAT	COURT ACTION
Register of Acts and Decrees	For transmission annually (within the first 6 months of the following year)	Electronic. MS Word documents held in the (CMS) (Oracle Database).	Typing pool manager to produce electronic CD. Transmissions overseen by HEO, General Dept.
Register of Consistorial Causes (Divorces Granted Register)	For transmission annually (within the first 6 months of the following year)	Electronic. MS Word document.	Typing pool manager to produce electronic CD. Transmissions overseen by HEO, General Dept
Processes, including: Extracted & Unextracted (General, Petitions, Lord Advocate and Divorce) Simplified divorces Adoptions	For transmission annually (after expiry of 5 years from the date of decree). If no adoptions have been registered that year, a note of nil return will be sent.	Paper	Processes transmitted by Basement manager. Transmissions overseen by HEO, General Dept

INDEXES

Index to Register of Acts and Decrees	For transmission with the record	Electronic. MS Access format taken from CMS.	Typing pool manager to produce electronic CD. Transmissions overseen by HEO, General Dept.
Index to adoption records	For transmission with the record	Paper. Typed index. Sealed and marked confidential	Index produced by Basement manager. Transmissions overseen by HEO, General Dept.
Index to Processes: Extracted & Unextracted (General, Petitions, Lord Advocate and Divorce) Simplified Divorces	For transmission with the record	Electronic. MS Access format taken from CMS.	Typing pool manager to produce electronic CD. Transmissions overseen by HEO, General Dept

RECORDS NOT TRANSMITTED

Opinions (official and unofficial)
Inhibitions
Edictal Citations