



INTRODUCTION

This form should be completed by sheriff clerks prior to a records inspection visit by NRS and emailed to: Jennifer.Homewood@nrscotland.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 3349.

Example:

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

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 NRS attention anything which seems to be of significant historical or legal interest but which is not within a category listed for preservation.

CONTENTS

Ordinary Court - Records in Electronic Form	page 2
Ordinary Court - Records in Paper Form	page 3
Summary Causes	page 4
Small Claims	page 4
Criminal Courts	page 4
Commissary Courts	page 5
Register of Deeds and Processes	page 5
Small Debt Court (ceased 1976)	page 5
Workmen's Compensation Act	page 5
Other Records	page 6
Obsolete/Historical Records	page 6
Additional Records	page 6
Appendix 1 – Adoption records	page 7-8



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		



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 (SEE APPENDIX 1)</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 poidings 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>		



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		



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		



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



APPENDIX 1

ADOPTION RECORDS

Sheriff Court adoption case records are the only full official record of an adoption and contain highly sensitive personal information. When a case is concluded the records should be sealed, to prohibit unauthorised access. These records are closed for 100 years and only accessible to adoptees and their family.

It is imperative that an accurate record of adoptions is maintained and that SCS and NRS are notified as soon as possible of any issues with these records. As of 2015, SCS head office has requested that transmitting courts provide a full list individually recording the adoption records which will be transferred to NRS.

Therefore please list in the tables below the reference numbers of each individual adoption record which is due to be transmitted to NRS and the numbers of any missing items. Please also note if a record is unsealed.

Registers should also be transmitted to NRS and noted in the main survey form above. If the register is still in use please ensure a copy of the register pages covering the records transmitted is included.

Adoption records to be transmitted

Box number (if applicable)	Reference number(s)	Date(s)	Total number of records
<i>e.g. 1</i>	<i>3B31 (unsealed) 3B33</i>	<i>1978-1988</i>	<i>2</i>



Adoption records missing

Box number record should be in (if applicable)	Reference number(s)	Date(s)	Total number of records
<i>e.g. 1</i>	<i>3B31</i>	<i>1978</i>	<i>1</i>