

Missouri State Archives

Finding Aid RG 5.56

Office of the Secretary of State

Missouri State Archives Court Operating Rule 8 Letters

Abstract: Correspondence and attached item lists as responses to Court Operating Rule 8 county record transfer offer letters, 1982-present (bulk dates, 1985-2017).

Extent: 4.4 cubic ft., (11 Hollinger boxes).

Record Description: Paper

Location: Missouri State Archives.

Administrative Information

Access Restrictions: No special restrictions.

Publication Restrictions: Copyright is in the public domain. Items reproduced for online or physical publication should carry the credit line: Courtesy of the Missouri State Archives.

Preferred Citation: [Item description], [Date]; [Box and Folder]; [Series]; Missouri State Archives Local Records Court Operating Rule 8, Record Group 5; Missouri State Archives, Jefferson City.

Acquisition Information: Agency transfer. Accession numbers 2015-0019, 2023-0094, and 2023-0097.

Processing Information: Processing completed by Amy C. Nickless on 4/13/23.

Historical and Biographical Notes

Missouri Supreme Court Operating Rule 8 governs the records retention policy of court records for all levels of courts in Missouri. It outlines what items are to be retained permanently and the retention periods of various record types that are slated for destruction. For items to be microfilmed for permanent storage, rules about quality control and maintenance are included. For items saved as paper, there are steps outlined

to deal with potential disasters, including involving the Missouri State Archives (MSA) in making determinations about what records can be saved.

According to the original rule adopted on May 10, 1983, before the courts could destroy records they had to be first be offered to MSA in writing. The letter needed to include the types of cases and the period of time in which the case occurred. If records were not accepted by MSA, then they could be offered to a local society, museum, or library for genealogical study before they could be destroyed.

A revision effective January 1, 2010, amended Rule 8 to remove the requirement to offer short-term municipal court records and non-probate associate court cases to MSA. This change was made at the request of MSA due to the regular rejection these types of records.

A revision to Rule 8 happened in 2018. Starting on July 1, covered records could be transferred to MSA after being purged of non-permanent and extraneous material. Historically significant records that would otherwise be considered short-term were also eligible for transfer after consultation with MSA. The revision also included the provision that all court cases pre-1900 were eligible for preservation.

This collection contains the administrative records of MSA in regard to Rule 8, including the offer letters and transfer forms offering records to MSA and copies of MSA’s response declining the records. Responses regarding offer letters accepted are not included as part of this collection and can be found in MSA’s accession files.

Timeline

Year	Event
1983	Court Operating Rule 8 was adopted on May 10, 1983.
2010	Effective on January 1, Court Operating Rule 8 was amended to remove the permanent retention of municipal court records and non-probate associate court cases.
2018	Court Operating Rule 8 was revised to authorize transfer all covered records to the Missouri State Archives. The rule was adopted on May 11 with an effective date of July 1.

Additional Descriptive Information

Bibliography

“Court Operating Rule 8.” Missouri Courts. Accessed April 6, 2023.
<https://www.courts.mo.gov/courts/clerkhandbooksp2rulesonly.nsf/e2aa3309ef5c449186256be20060c329/88b749ed381eeac08625769d006dede7#>.

Related Material

RG 5.56 Record Services Administrators.

- The Kenneth Winn, John Dougan, and John Korasick series contain files about Rule 8 revisions.

Series

The records are organized into the following series:

Rule 8 Offer Letters, 1982-2021

Rule 8 Transfers, 2018-Present

Statewide Microfilming Project, 1987

Rule 8 Offer Letters, 1982-2021

Extent: 4 cubic ft. (10.1 Hollinger boxes)

Arrangement: Alphabetical

Scope and Content

Series contains correspondence regarding documents under Court Operating Rule 8 offered to the Missouri State Archives but not accepted by the Archives. Some attachments listing the records declined are missing. These mostly cover the late 1980s and the 1990s. Inclusion or lack thereof also depends on the county.

Files for St. Louis County have been further subdivided by municipality. If only one letter exists for a municipality it is filed under “St. Louis County, Other Municipalities.”

Container List

Box	Folder	Contents	Date
1	2	Adair County	1985-2007
1	3	Andrew County	1984-2008
1	4	Atchison County	1985-1996
1	5	Audrain County	1984-2010
1	6	Barry County	1985-2006
1	7	Bates County	1985-2017
1	8	Benton County	1994-2004
1	9	Bollinger County	1996-2009
1	10	Boone County	1989-1999
1	11	Boone County	2000-2009
1	12	Boone County	2010-2019
1	13	Buchanan County	1985-2002
1	14	Buchanan County	2002-2017
2	1	Butler County	1993-2018
2	2	Caldwell County	2003
2	3	Callaway County	1986-1999
2	4	Callaway County	2000-2005
2	5	Camden County	1985-2006
2	6	Cape Girardeau County	1986-1995
2	7	Cape Girardeau County	1996-1999
2	8	Cape Girardeau County	2000-2005
2	9	Cape Girardeau County	2006-2017
2	10	Carroll County	1985
2	11	Carter County	1994
2	12	Cass County	1987-2011
2	13	Cedar County	2008-2017

Box	Folder	Contents	Date
2	14	Chariton County	1983-2016
2	15	Christian County	1983-2013
2	16	Clark County	1988
3	1	Clay County	1982-1999
3	2	Clay County	2000-2011
3	3	Clinton County	1989-2012
3	4	Cole County	1985-2004
3	5	Cole County	2005-2014
3	6	Cooper County	1992-2001
3	7	Crawford County	1987-2009
3	8	Dade County	2001-2013
3	9	Dallas County	1993
3	10	Daviess County	1991-2007
3	11	DeKalb County	1985-2008
3	12	Dent County	1989-2018
3	13	Douglas County	1999-2008
3	14	Dunklin County	1996-2007
3	15	Franklin County	1984-2003
3	16	Franklin County	2004-2019
4	1	Gasconade County	1999-2009
4	2	Greene County	1983-2018
4	3	Grundy County	1988-1989
4	4	Harrison County	1997-2009
4	5	Henry County	1986-2009
4	6	Hickory County	1995-2012
4	7	Holt County	1988-2020
4	8	Howard County	1990-2006
4	9	Howell County	1998-2011
4	10	Jackson County	1984-1989
4	11	Jackson County	1990-1994
4	12	Jackson County	1995-1999
4	13	Jackson County	2000-2009
4	14	Jackson County	2010-2015
5	1	Jasper County	1983-1999
5	2	Jasper County	2000-2006
5	3	Jasper County	2007-2009
5	4	Jasper County	2010-2014
5	5	Jasper County	2015-2019
5	6	Jefferson County	1983-1989
5	7	Jefferson County	1990-1995
5	8	Jefferson County	1996-1999
5	9	Jefferson County	2000-2003
5	10	Jefferson County	2004-2011
5	11	Johnson County	1989-2008

Box	Folder	Contents	Date
5	12	Knox County	1991-2004
5	13	Laclede County	1986-2009
6	1	Lafayette County	1998-2017
6	2	Lawrence County	1985-2009
6	3	Lewis County	1988-2006
6	4	Lincoln County	1985-2006
6	5	Linn County	1995-2011
6	6	Livingston County	1985-2007
6	7	Macon County	1992-2010
6	8	Madison County	1996-2007
6	9	Maries County	1991-2017
6	10	Marion County	2009-2010
6	11	McDonald County	1988-2010
6	12	Mercer County	2002-2009
6	13	Miller County	1984-1996
6	14	Mississippi County	1988-2009
6	15	Moniteau County	1987-2007
6	16	Montgomery County	1985-2009
6	17	Morgan County	1990-May, 2001
6	18	Morgan County	October, 2001-2009
6	19	New Madrid County	1984-2012
6	20	Newton County	1983-1999
7	1	Newton County	2000-2011
7	2	Oregon County	2009-2010
7	3	Ozark County	1986-2010
7	4	Pemiscot County	1982-2003
7	5	Perry County	1987-2009
7	6	Pettis County	1983-2017
7	7	Phelps County	1985-2019
7	8	Pike County	1992-2007
7	9	Platte County	1982-2018
7	10	Polk County	2006-2009
7	11	Pulaski County	1986-2012
7	12	Pulaski County	2014-2017
7	13	Ralls County	2005
7	14	Randolph County	1985-2014
7	15	Ray County	1995-2005
7	16	Reynolds County	2007-2008
7	17	Ripley County	2005
7	18	Saint Charles County	1983-1989
7	19	Saint Charles County	1990-1995
8	1	Saint Charles County	1996-2002

Box	Folder	Contents	Date
8	2	Saint Charles County	2003-2006
8	3	Saint Charles County	2017-2019
8	4	Saint Clair County	1988-2009
8	5	Saint Francois County	1986-2018
8	6	Saint Louis City	1986-2013
8	7	Saint Louis County, Ballwin	2003-2008
8	8	Saint Louis County, Bella Vista	1994-2009
8	9	Saint Louis County, Bel Ridge	1988-2010
8	10	Saint Louis County, Berkeley	1991-2006
8	11	Saint Louis County, Black Jack	1984-2004
8	12	Saint Louis County, Breckenridge Hills	1987-2006
8	13	Saint Louis County, Brentwood	1992-2010
8	14	Saint Louis County, Clarkson Valley	2003-2008
8	15	Saint Louis County, Chesterfield	1993-2008
8	16	Saint Louis County, Clayton	1983-1994
8	17	Saint Louis County, Clayton	1995-1999
9	1	Saint Louis County, Clayton	2000-2002
9	2	Saint Louis County, Clayton	2003-2009
9	3	Saint Louis County, Clayton	2010-2021
9	4	Saint Louis County, Cool Valley	1991-2003
9	5	Saint Louis County, Creve Coeur	1986-2009
9	6	Saint Louis County, Dellwood	1987-2008
9	7	Saint Louis County, Ellisville	2004-2009
9	8	Saint Louis County, Eureka	2008-2009
9	9	Saint Louis County, Fenton	1985-2002
9	10	Saint Louis County, Florissant	1989-2009
9	11	Saint Louis County, Frontenac	1991-2009
9	12	Saint Louis County, Hazelwood	2003-2007
9	13	Saint Louis County, Jennings	1985-2002
9	14	Saint Louis County, Kirkwood	1991-2009
9	15	Saint Louis County, Ladue	1999-2004
9	16	Saint Louis County, Lake St. Louis	2008-2010
9	17	Saint Louis County, Manchester	2003-2006
9	18	Saint Louis County, Maplewood	1984-2005
9	19	Saint Louis County, Maryland Heights	1991-2009
9	20	Saint Louis County, Normandy	1984-2004
9	21	Saint Louis County, Other Municipalities (Alphabetical within)	1987-2006
9	22	Saint Louis County, Overland	1984-2010
9	23	Saint Louis County, Richmond Heights	2002-2009
9	24	Saint Louis County, Riverview	1990-2004
9	25	Saint Louis County, Rock Hill	1998-2013
9	26	Saint Louis County, St. Ann	1990-2009
9	27	Saint Louis County, St. George	1984-2010

Box	Folder	Contents	Date
9	28	Saint Louis County, St. John	2006-2004
9	29	Saint Louis County, St. Louis County Circuit Court	1996-2011
10	1	Saint Louis County, Shrewsbury	1998-2003
10	2	Saint Louis County, Sunset Hills	1992-1994
10	3	Saint Louis County, Town and Country	2001-2009
10	4	Saint Louis County, University City	1998-2010
10	5	Saint Louis County, Vinita Park	1997-2006
10	6	Saint Louis County, Webster Groves	2002-2008
10	7	Saint Louis County, Wildwood	1999-2008
10	8	Saline County	1987-1994
10	9	Saline County	1995-1999
10	10	Saline County	2000-2010
10	11	Saline County	2011
10	12	Saline County	2012
10	13	Saline County	2013
10	14	Schuyler County	1994-2001
10	15	Scotland County	1992-2001
10	16	Scott County	1995-2010
10	17	Shannon County	1992-2012
10	18	Shelby County	1993-1999
10	19	Stoddard County	1985-1997
10	20	Stone County	1997
10	21	Sullivan County	1994-2001
10	22	Taney County	1995-2009
10	23	Texas County	1995-2006
10	24	Vernon County	1985-2017
10	25	Warren County	1983-2013
11	1	Washington County	1983-2013
11	2	Wayne County	1988
11	3	Webster County	1987-2013
11	4	Wright County	1998

Rule 8 Transfers, 2018-Present

Extent: .4 cubic ft. (1 Hollinger box)

Arrangement: Alphabetical

Scope and Content

Series contains the correspondence regarding Court Operating Rule 8 documents transferred to the Missouri State Archives.

Container List

Box	Folder	Contents	Date
11	5	Cooper County	2022
11	6-12	Crawford County	2019-2020
11	13	Oregon County	2019-2023
11	14	St. Louis City	2021

Statewide Microfilming Project, 1987

Extent: 1 folder

Arrangement: Alphabetical

Scope and Content

One folder pertaining including letters with response forms regarding the Statewide Microfilming Project.

Container List

Box	Folder	Contents	Date
1	1	Correspondence Forms	1987