

RECORDS RETENTION AND DISPOSAL SCHEDULE

PUBLIC DEFENDER

Central and District Offices

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>INDEX TO PUBLIC DEFENDER CASE FILES:</u>	
	This is an alphabetical name card index to the numerical case file described in Item 2.	Destroy after microfilming index cards to closed cases. Retain microfilm permanently.
2.	<u>PUBLIC DEFENDER CASE FILE:</u>	
	This file consists of numerically arranged case folders containing documents collected by the Public Defender in his/her role as the legal representative of the indigent accused in Maryland State Courts.	Retain for twelve (12) years after case has been closed, then destroy.

Schedule approved by Department, Agency or Division Representative

*[Signature]*

DEPUTY PUBLIC DEFENDER

12/8/75

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

1/20/76

*[Signature]*

Date

Archivist

Date

Secretary

## DETAILED DESCRIPTION OF THE FILES OF THE PUBLIC DEFENDER OF THE STATE OF MARYLAND

The Board of Trustees for the Public Defender System, named by the Governor, appoints the Public Defender for the State who in turn appoints Public Defenders for each of the twelve districts. The Public Defender is charged with the legal representation of the indigent accused.

Separate case files are maintained in each district for matters which arise in (1) the Circuit Courts (Supreme Bench in Baltimore City), (2) the District Courts, (3) juvenile matters, and (4) commitments to mental institutions.

The case files are arranged by case number and indexed under names of the defendants on cards giving docket type entries which summarize action and list dates and papers filed in the case folder. Each case folder will contain all or some of the papers listed.

Fees are recoverable in a limited number of specified circumstances.

### CASE FILES

- Defendants' applications for appointment of counsel
- Orders for appointment of counsel
- Appearance notices
- Notices of appeals
- Notices of hearings
- Summonses
- Pleas
- Restraining orders
- Investigation reports
- Subpoenas
- Arrest Warrants
- Bench warrants
- Miscellaneous court orders
- Motions for discovery, inspection and answers (States Attorney)
- Miscellaneous motions
- Attorney's notes
- Demand for jury trial
- Charging documents
- Offense reports
- Statements of Witnesses
- Final Report
- Miscellaneous papers appropriate to a particular case
- Petition for legal expenses and fees (certain cases only)
- Statements of defendants.

The jacket covers contain brief biographies of the subjects, trial dates, and disposition of the cases. The jacket cover does not list the contents of the folder with dates as do the card indexes. Microfilming the index cards will permit reconstruction of individual case action and determination of procedures followed sufficient to answer most research inquiries. The permanent dockets and indexes of the appropriate courts will yield additional information for research.