

PRINCE GEORGE'S COUNTY GOVERNMENT
COUNTY RECORDS CENTER
RECORDS RETENTION SCHEDULE

Prince George's County
DEPT/AGY State's Attorney's Office DIVISION _____ SUBDIVISION _____

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
1.	Retention Schedule	Retain as current until superceded; retain in the Transitory files for one (1) year, then destroy	Agency Administrative Files
2. A.	Transitory Files Superceded Documents	Retain for one (1) year, then destroy	Agency Administrative Files

SUBMITTING: Deborah A. Johnston
OFFICIAL Name/Title Deputy State's Attorney

REVIEWING: Gregory P. Harrod, Chief
OFFICIAL Name/Title Admin Svcs Div. OCS

APPROVAL: Edward C. Papenfuse
OFFICIAL Name/Title State Archivist

[Signature] 10/19/93
Signature/Date

[Signature] 12/22/93
Signature/Date

[Signature]
Signature/Date

Supercedes Document
Dated: 8/23/89
C-643

NOV 30 1993

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DEPT/AGY State's Attorney's Office DIVISION _____ SUBDIVISION _____

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
	<u>Circuit Court Cases - Criminal Trials</u>		
3.	Dispositions of not guilty, judgment of acquittal, nolle pros or stet	Retain one (1) year from date of disposition, then destroy	Agency Circuit Court Files
4.	Sentence of five (5) years or less	Retain three (3) years from date of sentence, then destroy	Agency Circuit Court Files
5.	Sentence in excess of five (5) years, but not more than ten (10) years	Retain five (5) years from date of sentence, then destroy	Agency Circuit Court Files
6.	Sentence of over ten (10) years	Retain ten (10) years from date of sentence, then destroy	Retain first five (5) years in Agency Circuit Court files, then transfer to County Records Center and retain five (5) years in County Records Center
7.	Sentence of life imprisonment or its equivalent (sixty (60) years or more)	Retain twenty (20) years from date of sentence, then destroy	Retain first five (5) years in Agency Circuit Court files, then transfer to County Records Center and retain fifteen (15) years in County Records Center

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8.	Homicide cases which do not have a disposition of nolle pros or not guilty	Retain twenty (20) years from date of filing, then destroy	Retain first five (5) years in Agency Circuit Court Files, then transfer to County Records Center and retain fifteen (15) years in County Records Center
9.	Cases with post-conviction petitions filed	Retain according to schedule, or five (5) years from determination of post conviction, whichever is later, then destroy	Retain first five (5) years in Agency Circuit Court Files, then transfer to County Records Center and retain up to fifteen (15) years in County Records Center
10.	Cases where defendant is found incompetent	Retain in pending files for ten (10) years from date of competency finding, then destroy	Agency Circuit Court Files
11.	Cases with not criminally responsible findings, if crime is crime of violence (murder, rape, assault with intent to murder, robbery with a deadly weapon)	Retain ten (10) years from date of finding, then destroy	Retain first five (5) years in Agency Circuit Court Files, then transfer to County Records Center and retain five (5) years

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	The State's Attorney's Office understands that there may be a fee charged for any files held over five (5) years at the County Records Center. This could arise under items 7., 8. and 9.		
	TO SIMPLIFY PROCEDURE, DESTRUCTION DATE FOR ALL FILES WILL BE DECEMBER 31ST OF THE YEAR IN WHICH DESTRUCTION IS SCHEDULED TO OCCUR ACCORDING TO THIS SCHEDULE		