

P.G. # _____
 Supersedes Document
 Dated: 10/19/93
 No.: C-722

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

MD # C-748

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

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
	<u>Circuit Court/Open Criminal Trials</u>		
1.	Pending Criminal Trial Cases	Retain 50 years or until closed, in Agency Files, then destroy.	
	<u>Circuit Court/Closed Criminal Trials</u>		
2.	Disposition of not guilty, judgment of acquittal, dismissed, nolle pros or stet	Retain one (1) year from date of filing, in Agency Files, then destroy.	
3.	Disposition of guilty, with special exceptions for certain murder and rape cases	Retain ten (10) years from date of filing, then destroy.	
4.	Special exception murder and rape cases	Retain twenty (20) years from date of filing, or to a date to be determined upon completion of case, then destroy.	
<p>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</p>			

SUBMITTING: Jack B. Johnson, State's Attorney
 OFFICIAL Name/Title

Jack B. Johnson 1/12/96
 Signature/Date

REVIEWING: _____
 OFFICIAL Name/Title

[Signature] 1/24/96
 Signature/Date

APPROVAL: _____
 OFFICIAL Name/Title

Edward C. [Signature] FEB 13 1994
 Signature/Date