

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. C-584

PAGE
NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Anne Arundel County

State's Attorneys Office

AGENCY

DIVISION

| Item No. | Description | Retention |
|----------|---|--|
| 1. | <p><u>Following items supercede Schedule C-472</u></p> <p><u>CIRCUIT COURT CRIMINAL CASE FILES</u></p> <p>Circuit Court criminal case files include all or some of the following documents. Charging documents. Motions & other court papers. Writs & witness summonses. Correspondence. Police & other investigation reports. Medical reports. Memoranda & work papers. Court Orders. Pre-sentence reports.</p> | <p>4 years after they are closed except</p> <p>a) homicides b) cases in which sentence was 10 yrs. or more incarceration either suspended or imposed. c) cases placed on stet docket because Defendant is at large</p> <p>Retain excepted cases for twenty (20) years.</p> |
| 2. | <p><u>DISTRICT COURT APPEAL/JURY TRIAL PRAYER CASE FILES</u></p> <p>District Court Appeal/Jury Trial Prayer case files include all or some of the following documents. Charging documents. Motions & other court papers. Writs & witness summonses. Correspondence. Police & other investigation reports. Medical reports. Memoranda & work papers. Court Orders. Pre-sentence reports.</p> | <p>1 year after they are closed.</p> |

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

Warren Duckett
 5/3/87 *Warren Duckett* State's Attorney
 Date Signature Title

Donald Spang
 7/20/87 State Archivist
 Date Title

WARREN DUCKETT

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| Item No. | Description | Retention |
|----------|--|--------------------------------------|
| 3. | <p><u>JUVENILE COURT CASE FILES</u></p> <p>Juvenile Court case files include all or some of the following documents. Charging documents. Motions & other court papers. Writs & witness summonses. Correspondence. Police & other investigation reports. Medical reports. Memoranda & work papers. Court Orders. Juvenile Service Reports.</p> | <p>1 year after they are closed.</p> |
| 4. | <p><u>DISTRICT COURT CASE FILES</u></p> <p>District Court case files include all or some of the following documents. Charging documents. Motions & other court papers. Writs & witness summonses. Correspondence. Police & other investigation reports. Medical reports. Memoranda & work papers. Court Orders. Pre-sentence reports.</p> | <p>60 days after case is closed.</p> |
| 5. | <p><u>CIRCUIT COURT CARD INDEX</u></p> <p>The Card Index is an index to Circuit Court, Juvenile Court & District Court Appeal/Jury trial prayers under the name of defendants & giving dates of proceedings & action of the Court in each case. When the case files are closed, closure will be noted on each card.</p> | <p>Permanently.</p> |
| 6. | <p><u>SCREENING RECORDS</u></p> <p>These records contain a computer hard copy & sometimes police or other investigative reports & correspondence indicating charging action taken and/or investigations conducted by the State's Attorneys Office.</p> | <p>10 years after it is closed.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-584

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NO. 3

| Item No. | Description | Retention |
|----------|---|--|
| 7. | <p><u>BAD CHECK RECORDS</u></p> <p>Records contain computer hard copy & correspondence indicating charging decisions in bad check cases & whether or not restitution is made.</p> | 1 year after closed. |
| 8. | <p><u>COLLATERAL PROCEEDINGS CASE FILE</u></p> <p>File may contain petitions & other court documents, correspondence, police or other investigation reports, attorneys notes & other work product and memoranda and other legal research.</p> | 4 years after closing except past conviction case files which will be kept 20 years. |
| 9. | <p><u>VIOLATION OF PROBATION CASE FILES</u></p> <p>Files may contain court documents, Dept. of Parole & Probation reports & correspondence.</p> | 3 years after they are closed. |

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 9

1. DEPARTMENT/AGENCY
AACo. State's Attorney

2. DIVISION
NA

3. UNIT
NA

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Circuit Court Criminal Case Files

5. EARLIEST YEAR/LATEST YEAR
1978 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Circuit Court criminal case files include all or some of the following documents.
Charging documents
Motions & other court papers
Writs & witness summonses
Correspondence
Police & other investigation reports
Medical reports
Memoranda & work papers
Court Orders
Pre-sentence reports

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
Lateral File
100
NUMBER
10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
10
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY
until closed

12. FILE BECOMES INACTIVE AFTER
 MONTH(S) YEAR(S)
Lateral File
NUMBER case is tried or otherwise disposed of.

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
State's Attorneys Office
101 South Street
Annapolis, MD 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Portions are duplicated by police depts. & Circuit Court Clerk & Dept. of Parole & Probation

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))
our office

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO card index

18. RECOMMENDED RETENTION
4 years after they are closed except
a) homicides
b) cases in which sentence was 10 yrs or more incarceration either suspended or imposed.
c) cases placed on stet docket because Defendant is at large.
These excepted cases will be kept 20 yrs

19. NAME AND TITLE OF PREPARER
Frank R. Weathersbee
Deputy State's Attorney

20. TELEPHONE NUMBER
(301)280-1740

21. DATE
May 5, 1987

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 273
JESSUP, MARYLAND 20784

AGENCY RECORDS INVENTORY

PAGE 3 OF 9

1. DEPARTMENT/AGENCY
AnCo. State's Attorney

2. DIVISION
N/A

3. UNIT
N/A

DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Juvenile Court case files

5. EARLIEST YEAR/LATEST YEAR
1986 TO Present

RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Juvenile Court case files include all or some of the following documents.
Charging documents
Motions & other court papers
Writs & witness summonses
Correspondence
Police & other investigation reports
Medical reports
Memoranda & work papers
Court Orders
Juvenile Service Reports

6. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- 5 lateral file drawers
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- 5 lateral file drawers
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY
until closed

12. FILE BECOMES INACTIVE AFTER
 MONTH(S) YEAR(S)
5 case is tried or otherwise disposed of.

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
State's Attorneys Office
101 South Street
Annapolis, MD 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Portions are duplicated by police depts. & Circuit Court Clerk & Juvenile Services Admin.

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))
our office

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO card index

18. RECOMMENDED RETENTION
1 year after they are closed.

19. NAME AND TITLE OF PREPARER
Frank R. Weathersbee
Deputy State's Attorney

20. TELEPHONE NUMBER
(301)280-1740

21. DATE
May 5, 1987

| | | | | | |
|--|--|--|---|---|--|
| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY | |
| | | | | PAGE <u>4</u> OF <u>9</u> | |
| 1. DEPARTMENT/AGENCY Anno. State's Attorney | | 2. DIVISION N/A | | 3. UNIT N/A | |
| DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES | | | | | |
| 4. RECORD SERIES TITLE District Court case files | | | | 5. EARLIEST YEAR/LATEST YEAR 1987 TO present | |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) District Court case files include all or some of the following documents. Charging documents Motions & other court papers Writs & witness summonses Correspondence Police & other investigation reports Medical reports Memoranda & work papers Court Orders Pre-sentence reports | | | | | |
| 7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE OTHER(SPECIFY) _____ | | 8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____ | | 9. VOLUME <input checked="" type="checkbox"/> regular <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____ NUMBER <u>1</u> | |
| | | | | 10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____ NUMBER N/A | |
| 11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY | | | 12. FILE BECOMES INACTIVE AFTER NUMBER <u>2</u> <input checked="" type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) | | |
| 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) State's Attorneys Office 101 South Street Annapolis, MD 21401 | | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Police Depts. & District Court Clerk & Dept. of Parole & Probation. | | |
| 15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) our office | | | 16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | 18. RECOMMENDED RETENTION 60 days after case is closed. | | |
| 19. NAME AND TITLE OF PREPARER Frank R. Weathersbee Deputy State's Attorney | | 20. TELEPHONE NUMBER (301)280-1740 | | 21. DATE May 5, 1987 | |

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-4)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 278
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTOR

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1. DEPARTMENT/AGENCY
AACo. State's Attorney

2. DIVISION
N/A

3. UNIT
N/A

DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Circuit Court Card Index

5. EARLIEST YEAR/LATEST YEAR
1968 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

The Card Index is an index to Circuit Court, Juvenile Court & District Court Appeal/Jury trial prayers under the name of defendants & giving dates of proceedings & action of the Court in each case. When the case files are closed, closure will be noted on each card.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)
(4-6 cards)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
1 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)
card file cabinet

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
4000 MICROFILM REEL(S)
NUMBER COMPUTER TAPE(S)
 OTHER(SPECIFY)
cards

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
 MONTH(S) YEAR(S)
NUMBER case is tried or otherwise disposed of.

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
State's Attorneys Office
101 South Street
Annapolis, MD 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))
our office

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Permanently

19. NAME AND TITLE OF PREPARER
Frank R. Weathersbee
Deputy State's Attorney

20. TELEPHONE NUMBER
(301)280-1740

21. DATE
May 5, 1987

| | | | | | |
|---|--|--|--|---|--|
| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY | |
| | | | | PAGE <u>6</u> OF <u>9</u> | |
| 1. DEPARTMENT/AGENCY AACO. State's Attorney | | 2. DIVISION N/A | | 3. UNIT N/A | |
| DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES | | | | | |
| 4. RECORD SERIES TITLE Screening records | | | | 5. EARLIEST YEAR/LATEST YEAR 1979 TO Present | |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) These records contain a computer hard copy & sometimes police or other investigative reports & correspondence indicating charging action taken and/or investigations conducted by the State's Attorneys' Office. | | | | | |
| 7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____ | | 8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL _____ <input type="checkbox"/> OTHER(SPECIFY) _____ | | 9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) lateral file drawers 10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) lateral file drawer | |
| 11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY | | | 12. FILE BECOMES INACTIVE AFTER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) NUMBER after screening decision is made. | | |
| 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) State's Attorneys Office 101 South Street Annapolis, MD 21401 | | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | |
| 15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) our office | | | 16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO It is computerized and indexed by name & number | | | 18. RECOMMENDED RETENTION 10 years after it is closed. | | |
| 19. NAME AND TITLE OF PREPARER Frank R. Weathersbee Deputy State's Attorney | | 20. TELEPHONE NUMBER (301)280-1740 | | 21. DATE May 5, 1987 | |

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY
PAGE 7 OF 9

1. DEPARTMENT/AGENCY
AAO. State's Attorney

2. DIVISION
N/A

3. UNIT
N/A

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Bad check records

5. EARLIEST YEAR/LATEST YEAR
1982 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
Records contain computer hard copy & correspondence indicating charging decisions in bad check cases & whether or not restitution is made.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
10
NUMBER lateral file drawer
10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
2 MICROFILM REEL(S)
NUMBER COMPUTER TAPE(S)
 OTHER(SPECIFY)
lateral file drawer

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
 MONTH(S) YEAR(S)
NUMBER check is paid or person charged

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
State's Attorneys Office
101 South Street
Annapolis, MD 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
1 year after closed

19. NAME AND TITLE OF PREPARER
Frank R. Weathersbee
Deputy State's Attorney

20. TELEPHONE NUMBER
(301)280-1740

21. DATE
May 5, 1987

| | | | | | |
|---|--|--|---|--|--|
| INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY PAGE <u>8</u> OF <u>9</u> | |
| 1. DEPARTMENT/AGENCY AACO. State's Attorney | | 2. DIVISION N/A | | 3. UNIT N/A | |
| DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES | | | | | |
| 4. RECORD SERIES TITLE Collateral proceedings case file | | | | 5. EARLIEST YEAR/LATEST YEAR 1978 TO Present | |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) File may contain petitions & other court documents, correspondence, police or other investigation reports, attorneys notes & other work product and memoranda and other legal research. | | | | | |
| 7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____ | | 8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____ | | 9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) 10 lateral file drawers 10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) 1 lateral file drawer | |
| 11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY | | | 12. FILE BECOMES INACTIVE AFTER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) NUMBER Court rules on petition | | |
| 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) State's Attorneys Office 101 South Street Annapolis, MD 21401 | | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO portions are duplicated by police & Circuit Court Clerk | | |
| 15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) our office | | | 16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO card index | | | 18. RECOMMENDED RETENTION 4 years after closing except past conviction case files which will be kept 20 years. | | |
| 19. NAME AND TITLE OF PREPARER Frank R. Weathersbee Deputy State's Attorney | | 20. TELEPHONE NUMBER (301)280-1740 | | 21. DATE May 5, 1987 | |

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|---|--|--|--|---|--|
| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 850-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY PAGE <u>9</u> OF <u>9</u> | |
| 1. DEPARTMENT/AGENCY AACO. State's Attorney | | 2. DIVISION N/A | | 3. UNIT N/A | |
| DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES | | | | | |
| 4. RECORD SERIES TITLE Violation of Probation Case Files | | | | 5. EARLIEST YEAR/LATEST YEAR <u>1978</u> TO <u>Present</u> | |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Files may contain court documents, Dept. of Parole & Probation reports & correspondence. | | | | | |
| 7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) | | 8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) | | 9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) lateral file drawers NUMBER <u>20</u> | |
| | | | | 10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) NUMBER <u>2</u> | |
| 11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY | | | 12. FILE BECOMES INACTIVE AFTER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) NUMBER <u>lateral file drawers</u> <u>Court decision</u> | | |
| 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) State's Attorneys Office 101 South Street Annapolis, MD 21401 | | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <u>portions with Circuit Court Clerk & Dept. of Parole & Probation</u> | | |
| 15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) <u>our office</u> | | | 16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <u>card index</u> | | | 18. RECOMMENDED RETENTION <u>3 years after they are closed.</u> | | |
| 19. NAME AND TITLE OF PREPARER Frank R. Weathersbee Deputy State's Attorney | | 20. TELEPHONE NUMBER (301)280-1740 | | 21. DATE May 5, 1987 | |