

DEPARTMENT OF GENERAL SERVICES  
HALL OF RECORDS COMMISSION  
RECORDS MANAGEMENT DIVISION

SCHEDULE NO. 0-410  
PAGE NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

BALTIMORE COUNTY

STATE'S ATTORNEY

AGENCY

DIVISION

DESCRIPTION

RECORDS AND RECORD SERIES ARE LISTED BY ITEM NUMBER AND TITLE GIVING FORM NUMBER, IF ANY, DISTRIBUTION OF COPIES, AUDIT REQUIREMENTS AND THE RECOMMENDATION FOR RETENTION. IN SPECIAL INSTANCES, THE RECORD MAY BE MORE CLOSELY DESCRIBED GIVING COVERING DATES, SIZE AND QUANTITY OF RECORDS, FILE ARRANGEMENT, TYPE OF INDEXING AND A DESCRIPTION WITH RESPECT TO ORIGIN AND CONTENT, USE WHILE ACTIVE, AND RELATIONSHIP TO OTHER RECORDS.

Item No.

Description and Retention

1

CASE FILES

Size: Legal (8 1/2" x 14")  
Dates: 1956 - - -  
Quantity: 156 boxes

File Arrangement: By case no. (chronological)  
Annual Accumulation: 75 boxes

Case Files of the State's Attorney include all or some of the following papers:

Request by the State's Attorney to the Clerk of Court to issue summonses and warrants

- Warrants and summonses copies
- U. S. Marshal's Return of Service
- Memoranda and Work Papers
- Correspondence
- Depositions and Reports
- Charge Sheets
- Pleas and Motions
- Indictments
- Medical Reports
- Investigation Reports
- Petitions and Court Orders
- Jury Lists

RECOMMENDATION:

Retain for 10 years and then ~~destroy~~

*Transferred to State Record center 3 years after case is closed  
Transfer to State Archives  
and retain for ECF*

Approved For Baltimore County  
STATE'S ATTORNEY

*Walter R. Richardson*  
County Administrative Officer

Schedule approved by Department, Agency or Division Representative

*[Signature]*  
Signature

Records Management Officer  
Title

2-7-75  
Date

Secure Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5-27-75 *[Signature]*  
Date Archivist

Date Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

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No.	Description and Retention
2	<p><b>Case Files - Non-Support</b></p> <p>Size: Legal (8 1/2" x 14") Dates: 1970 to present Quantity:</p> <p>File Arrangement: By alphabetical order Annual Accumulation: 6 boxes</p> <p>Case Files of the State's Attorney include all or some of the following papers:</p> <p>Non-Support Complaints Summonses Agreements Court Orders</p> <p>RECOMMENDATION:</p> <p>Retain for 5 years and then <del>destroy</del> <i>transfer to State Archives.</i> <i>ScP</i></p>
3	<p><u>General Office and Correspondence Files</u></p> <p>Size: Legal (8 1/2 x 14) Dates: 1966 to present File Arrangement: Yearly</p> <p>These files contain general information, copies and duplicates of letters and correspondence, records and forms, housekeeping information related to the department of a current nature and such other current data that might have some reference value at the time. These files are purged annually and such information or originals of a record nature are placed in their proper divisional files.</p> <p>RECOMMENDATION: Retain for 5 years and then destroy.</p>