

PRINCE GEORGE'S COUNTY
OFFICE OF CENTRAL SERVICES
ADMINISTRATIVE SERVICES DIVISION
RECORDS CENTER

SCHEDULE NO. C-643

RECORDS RETENTION AND DISPOSAL SCHEDULE

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Prince George's County State's Attorneys Office

Criminal Trial Division

DEPARTMENT/AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<p><u>CRIMINAL TRIAL CASE JACKETS</u></p> <p>Size: Legal size Quantity: 125 legal file drawers Dates: 1984... File Arrangement: by case numbers by year</p> <p>Case files of the State's Attorney include all or some of the following papers.</p> <p>Copy of True Bill returned by Grand Jury Indictments Police Reports Memorandums of Court Dispositions Transcripts Pictures Division of Parole & Probation papers Special Investigation Reports (PSI) Writs Petitions Witness Lists Sanity Orders State's Version Various Legal Documents</p>	<p>Cut off at end of Calendar year retain in office for 5 years, transfer to County Records Center for 5 years and then destroy.</p>

Robert H. Harry
SIGNATURE

Chief, Criminal Trials Division
TITLE OF DEPT/AGENCY REPRESENTATIVE

8-23-89
DATE

Shirley Narmel
SIGNATURE

Administrator, Administrative Services

8/28/89
DATE

Schedule Authorized by Hall of Records Commission

SIGNATURE

TITLE

DATE

DISTRIBUTION: Original - Hall of Records; 2nd Copy - Department/Agency; 3rd Copy - Records Manager