

RECORDS RETENTION AND DISPOSAL SCHEDULE

Document No. C-644  
Page No. 172

Agency St. Mary's County	Division State's Attorney
-----------------------------	------------------------------

Item No.	Description	Retention
1.	<u>Paternity - Child Support</u> Files for complaint of paternity and child support containing supporting documentation. May include copies of blood tests, interrogatories, financial statements and notes. Circuit Court records maintain permanent case documentation.	Retain until dependent reaches age of 18 and all audits have been completed, then destroy by shredding.
2.	<u>Support Files - Child Support</u> Case files for Complaint for Support Cases, URESA (Uniform Reciprocal Enforcement of Support Act)-Initiated and URESA-Response cases handled by the State's Attorney's Office.	Retain until dependent reaches age of 18 and all audits have been completed, then destroy by shredding.
3.	<u>General Files - Child Support</u> Files related to the administration of the division including reference and printed materials, budget sheets, grant reports and policy memorandum.	Retain in office until administrative value ceases. Review periodically for items of historical or policy value. Retain historical and policy items permanently and transfer to County Records Center and Archives*when no longer needed in office.
4.	<u>Circuit Court Criminal Files</u> Case files for each case handled by the State's Attorney's Office containing documentation for cases. Documentation generally includes trial notes and police reports and may also include family history, parole and probation reports and photographs. Permanent case files maintained by Circuit Court.	Retain 10 years after case is closed or until administrative value ceases, whichever is later. Then destroy by shredding.
5.	<u>Escrow Accounts Checks</u> Cancelled checks and bank statements for checks issued by State's Attorney's Office.	Retain for 3 years, then destroy.

Schedule approved by Department, Agency, or Division Representative

Schedule authorized by

*Jay Farrell, Legal Asst. II* 11-13-89  
Signature Title Date

*Jan Blodgett*  
County Archivist  
*Shirley S.*  
State Archivist

11-13-89  
Date  
12/20/89  
Date

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation sheet)

Schedule  
No. C-644

Page  
No. 282

Item No.	Description	Retention
6.	<p><u>Administrative / General Office Files</u></p> <p>General files including correspondence, printed materials, supply catalogs, forms and office copies of budget and personnel files.</p>	<p>Retain in office until administrative value ceases. Review periodically for items of historical or policy value. Retain historical and policy items permanently and transfer to County Records Center &amp; Archives* when no longer needed in office. Retain budget files until County audit completed.</p>

\* If no County Archives is being maintained, transfer to State Hall of Records.