

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-~~671A~~

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Agency _____ Division/Unit **STATE'S ATTORNEY'S OFFICE**

Item No.	Description	Retention
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All electronic media records will be created and stored using a system that is in compliance with Comar 14.18.04. Permanent records will transferred to MSA on CD stored as "Tif" files with the retrieval software embedded on the CD.

All records as outlined on this schedule will be "destroyed" after the expiration of the assigned retention period.

Schedule Approved by Department, Agency, or Division Representative.

Date 7/8/99

Signature *Phyllis L. Pritchett*

Typed Name **Phyllis L. Pritchett**

Title **Records Management Officer**

Schedule Authorized by State Archivist

Date **SEP 13 1999**

Signature *Edward C. Papenfuss*

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Agency **HOWARD COUNTY** Division/Unit **STATE'S ATTORNEY'S OFFICE**

Item No.	Description	Retention
1	<p>CIRCUIT COURT Criminal Cases - Indictments and Criminal Informations:</p> <p>Docket sheets, correspondence, motion for appearance, charging documents, motion to amend charging document, criminal investigation report, supplement report, application for statement of charges, arrest warrant, trial or hearing notice, photos, MD uniform complaint citation, advice of rights, discovery requests and answers, criminal records, etc.</p>	Retain for the duration of incarceration and/or supervised probation, then destroy.
2	<p>Criminal Cases - JTP's/Appeals:</p> <p>Docket sheets, correspondence, motion for appearance, charging documents, motion to amend charging document, criminal investigation report, supplement report, application for statement of charges, arrest warrant, trial or hearing notice, photos, MD uniform complaint citation, advice of rights, discovery requests and answers, criminal records, etc.</p>	Retain for one (1) year after disposition or longer if requested by prosecutor or if any activity in case occurs within the six (6) month period, then destroy.
3	<p>Criminal Cases - Stet Disposition</p> <p>Docket sheets, correspondence, motion for appearance, charging documents, motion to amend charging document, criminal investigation report, supplement report, application for statement of charges, arrest warrant, trial or hearing notice, photos, MD uniform complaint citation, advice of rights, discovery requests and answers, criminal records, etc.</p>	Retain files for one (1) year; retain "Reason for Stet" form for two (2) years, then destroy.
4	<p>Criminal Cases - Nol Pros</p> <p>Docket sheets, correspondence, motion for appearance, charging documents, motion to amend charging document, criminal investigation report, supplement report, application for statement of charges, arrest warrant, trial or hearing notice, photos, MD uniform complaint citation, advice of rights, discovery requests and answers, criminal records, etc.</p>	Destroy files six (6) months; retain "Reason for Nol Pros" form for five (5) years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date 8-23-99

Signature Marna McLendon

Typed Name : Marna McLendon

Title : State's Attorney for Howard County

Schedule Authorized by State Archivist

Date SEP 13 1999

Signature Edward C. Papenfuss

DEPARTMENT OF GENERAL SERVICES
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Agency	HOWARD COUNTY	Division/Unit	STATE'S ATTORNEY'S OFFICE
Item No.	Description		Retention
5	<p>DISTRICT COURT Criminal and Serious Traffic Cases:</p> <p>Docket sheets, correspondence, motion for appearance, charging documents, motion to amend charging document, criminal investigation report, supplement report, application for statement of charges, arrest warrant, trial or hearing notice, photos, MD uniform complaint citation, advice of rights, discovery requests and answers, criminal records, etc.</p>		Retain for 120 days after disposition, then destroy.
6	<p>Criminal and Serious Traffic - Stet Disposition</p> <p>Docket sheets, correspondence, motion for appearance, charging documents, motion to amend charging document, criminal investigation report, supplement report, application for statement of charges, arrest warrant, trial or hearing notice, photos, MD uniform complaint citation, advice of rights, discovery requests and answers, criminal records, etc.</p>		Retain files for one (1) year or period of stet, then destroy.
7	<p>Criminal and Serious Traffic - Nol Pros</p> <p>Docket sheets, correspondence, motion for appearance, charging documents, motion to amend charging document, criminal investigation report, supplement report, application for statement of charges, arrest warrant, trial or hearing notice, photos, MD uniform complaint citation, advice of rights, discovery requests and answers, criminal records, etc.</p>		Destroy files 6 months after disposition; retain disposition sheet, reason for nol pros and any nol pros requests for five (5) years, then destroy.
8	<p>JUVENILE FILES:</p> <p>Files consist of juvenile petitions, summons and notice, referrals, ex parte documents, criminal investigation reports, correspondence, entry of appearance, handwritten notes, etc.</p>		Retain files until juvenile is 21 years of age plus 6 months, then destroy.
9	<p>CHILD SUPPORT ENFORCEMENT FILES:</p> <p>Court orders, correspondence, referrals, motions, ledgers, paternity reports, out of state orders, discovery requests and answers, handwritten notes, etc.</p>		Retain files until youngest child is 19 years of age; indefinitely if there is any arrearage, then destroy.

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Agency **HOWARD COUNTY** Division/Unit **STATE'S ATTORNEY'S OFFICE**

Item No.	Description	Retention
	CIRCUIT AND DISTRICT COURT:	
10	NCIC/MILES Records: Log and data entry requests for criminal and motor vehicle records.	Retain for three (3) years, then destroy.
11	Correspondence: Correspondence and files involving community justice programs, court statistics, minutes, letters, memorandum, investigations, reports of pending cases, resumes, etc. Training records. Investigative files.	Retain for term of the State's Attorney. Then, destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material mandated by statute or that serves to document the origin, development, functions, and accomplishments of the agency. Transfer periodically to the Maryland State Archives. Retain for ten (10) years, then destroy. Review for purging at five (5) years, then destroy as determined.
12	County Paperwork: Files consisting of requests for payment, purchase orders, invoices, correspondence, handwritten notes, reimbursement forms, direct, payment forms, suborder releases, credit cards statements, travel expense vouchers, timesheets, leave requests, payroll reports, leave records, etc.	Retain for three (3) years, then destroy.
13	Personnel Records: Employee personnel files including resumes, personal action forms, evaluations, personal data form, emergency information records, etc. Attorney resumes for next available position.	Retain files for five (5) years after resignation/termination, then destroy. One (1) year from date received, then destroy.