

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

Schedule No. C-1037
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Agency: State's Attorney's Office for Charles County

Division/Unit

Item No.	Description	Retention
I.	<p>Supersedes Schedule C-979</p> <p>Method of Disposal: By a technique which will obliterate record content, and witnessed (or supervised) by a State's Attorney's Office employee aware of the records' content.</p> <p>CIRCUIT COURT CRIMINAL RECORDS - Includes case files for criminal and traffic offenses, with the following dispositions in the Circuit Court: Guilty, Not Guilty, STET, Nolle Prosequi (NP), and Abated by Death, and juvenile offenses with the following dispositions: Involved, Not Involved, STET, Withdrawn, Not Prosecuted, and Abated by Death.</p> <p>A. <u>Criminal and Traffic Offenses:</u></p> <ol style="list-style-type: none"> 1. Guilty of one or more counts 2. Not Guilty, STET, NP on all counts 3. Abated by Death 	<p>Retain for 3 years from the termination of the sentence(s) or probation, whichever is later then destroy</p> <p>Retain for 3 years from the date of verdict or disposition then destroy</p> <p>Retain until date of disposition then destroy</p>

Schedule Approved by Department, Agency, or Division Representative.

Date July 30, 2008

Signature: Leonard Collins Jr.

Typed Name Leonard C. Collins Jr.

Title State's Attorney

Schedule Authorized by State Archivist

Date 14 May 09

Signature Edward C. [unclear]

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	<p>B. <u>Juvenile Offenses:</u></p> <p>1. Involved in one or more counts</p> <p>2. Not Involved, STET, Withdrawn, Not prosecuted</p> <p>3. Abated by Death</p> <p>II. DISTRICT COURT CRIMINAL RECORDS - Includes case files for traffic and criminal offenses, and other violations which carry criminal penalties, with the following dispositions in the District Court: Guilty, Not Guilty, STET, NP and Abated by Death</p> <p>A. Guilty of one or more counts</p> <p>B. Not Guilty, STET, NP on all counts</p> <p>C. Abated by Death</p> <p>III. CHILD SUPPORT RECORDS - Includes case files for child support in which the State and/or the Court has an interest in the enforcement of payment</p>	<p>Retain until case is ordered closed and sealed by the Circuit Court then destroy</p> <p>Retain for 1 year from the date of verdict or disposition then destroy</p> <p>Retain until date of disposition then destroy</p> <p>Retain for 3 years from the termination of the sentence(s) or probation, whichever is later then destroy</p> <p>Retain for 3 years from the date of verdict or disposition then destroy</p> <p>Retain until date of disposition then destroy</p>

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Item No.	Description	Retention
	A. Cases in which the State's interest is currently closed, but the Court's interest is not closed	Destroy pursuant to Court order then destroy
	B. Dismissed and Closed Cases in which the State has no interest	Destroy pursuant to Court order then destroy
	C. Abated by Death	Retain until date of disposition then destroy
IV	EXPUNGED RECORDS - Includes those case files which have been ordered expunged by the Court	Destroy pursuant to Court order then destroy
V	REPORTS OR CORRESPONDENCE INVOLVING COMPLAINTS, ALLEGATIONS OR SUGGESTIONS OF MISCONDUCT - Includes, but is not limited to, reports from State or County agencies involving allegations of child abuse and neglect, reports of death and correspondence involving criminal or other misconduct	Retain for 1 year if no prosecution is initiated within one year of last receipt of reports or correspondence involving the subject matter of the complaint, allegation, or suggestion then destroy
VI	GRAND JURY RECORDS - Includes, but is not limited to, lists of cases and witnesses, police reports, Grand Jury Reports and notes, indictment and information lists	Retain for 10 years then destroy
VII	PERSONNEL RECORDS - Includes all records pertaining to employees, office payroll, billing, supplies, and other miscellaneous functions	Retain for 10 years then destroy