

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE
 Supersedes Schedule No. 868

Schedule No. C1054

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Agency
 Washington County

Division/Unit
 State's Attorney

Item No	Description	Retention
1	Grand jury terms: 2 per year: correspondence, jury list, charge to the grand jury, grand jury final report, statistics, handwritten notes, order of court	Retain for seven (7) years, then destroy.
2	Adult abuse files: investigation outcome report	Retain for ten (10) years, then destroy.
3	Child Abuse files: correspondence, report dispositions, report of suspected child abuse	Retain for ten (10) years, then destroy.
4	General files -contains but not limited to: correspondence, adult protective services, annual report, cell phone information, budget data, county commissioner's agenda, insurance forms, job descriptions, conference info.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
5	District court closed cases -contains but not limited to: case information, disposition, hearings, complainant, statement of charges, statement of probable cause, correspondence, criminal investigation report, motion for continuance, certificate of service	Retain for seven (7) years, then destroy.

Approved by Department, Agency or Division Representative

Date November 17, 2008

Signature *Joni L. Bittner*

Type Name Joni L. Bittner

Title County Clerk

Schedule Authorized by State Archivist

Date 14 May 09

Signature *Edward A. [unclear]*

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(CONTINUATION SHEET)

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Item No	Description	Retention
6	Circuit court closed case files – adult -contains but not limited to: verdict, alcohol influence report, motor vehicle accident report, entry of appearance; copies of annotated code, requested for void dire examination, handwritten notes, docket, order for probation	Retain for fifteen (15) years, then destroy.
7	Juvenile closed files/open -contains but not limited to: order terminating probation, order for probation of delinquent child, social history, correspondence, order of adjudication, docket, juvenile petition, intake decision report, case summary, criminal investigation report	Retain for ten (10) years, then destroy.
8	Narcotics task force -contains but not limited to: bank statements, G/L account history, correspondence, statement of confiscated money, check copies	Retain for seven (7) years and until all audit requirements have been fulfilled, then destroy.