

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

Schedule No. C1039

Page 1 of 4

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

Item No.	Description SUPERSEDES SCHEDULE C885	Retention
	<p>All electronic media records will be created and stored using a system that is in compliance with Comar 14.18.04. Permanent – once paper records have been digitized, transfer paper records and digital images to the State Archives in accordance with COMAR 14.18.04.</p> <p><u>All records as outlined on this schedule will be “destroyed” after the expiration of the assigned retention period.</u></p>	

<p>Schedule Approved by Department, Agency, or Division Representative. Date: 8/12/08 Signature: <i>Dario J. Broccolino</i> Typed Name: Dario J. Broccolino Title: State's Attorney</p>	<p>Schedule Approved by County Records Management Representative. Date: 8/15/08 Signature: <i>D. Britchett</i></p>
---	--

<p>Schedule Authorized by State Archivist Date: 14 May 09 Signature: <i>Edward C. Lopez</i></p>

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

Schedule No. C1039

Page 2 of 4

Agency **HOWARD COUNTY**

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

Item No.	Description	Retention
1	<p>CIRCUIT COURT</p> <p>Criminal Cases – Indictments and Criminal Informations: 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, trail or hearing notice, photos, Maryland uniform complain citation, advice of rights, discovery requests and answers, criminal records, etc.</p>	<p>Retain for the duration of incarceration and/or supervised probation, then destroy.</p>
2	<p>Criminal Cases – Jury Trial Prayers/Appeals: 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, trail or hearing notice, photos, Maryland uniform complain citation, advice of rights, discovery requests and answers, criminal records, etc.</p>	<p>Retain for the duration of incarceration and/or supervised probation, then destroy.</p>
3	<p>Criminal Cases – Stet Disposition: 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, trail or hearing notice, photos, Maryland uniform complain citation, advice of rights, discovery requests and answers, criminal records, etc.</p>	<p>Retain files for one (1) year or period of stet, then destroy.</p>
4	<p>Criminal Cases – Nol Pros: 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, trail or hearing notice, photos, Maryland uniform complain citation, advice of rights, discovery requests and answers, criminal records, etc.</p>	<p>Retain files for six (6) months, then destroy.</p>

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

Schedule No. C1039

Page 3 of 4

Agency **HOWARD COUNTY**

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

Item No.	Description	Retention
5	<p>DISTRICT COURT</p> <p>Criminal and Serious Traffic Cases: 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, trail or hearing notice, photos, Maryland uniform complain citation, advice of rights, discovery requests and answers, criminal records, etc.</p>	<p>Retain for three months from the date of disposition, then destroy.</p>
6	<p>Criminal and Serious Traffic Cases – PBJ Disposition: 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, trail or hearing notice, photos, Maryland uniform complain citation, advice of rights, discovery requests and answers, criminal records, etc.</p>	<p>Destroy files immediately after disposition and case is closed.</p>
7	<p>Criminal and Serious Traffic Cases – Stet Disposition: 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, trail or hearing notice, photos, Maryland uniform complain citation, advice of rights, discovery requests and answers, criminal records, etc.</p>	<p>Retain files for one (1) year or period of stet, then destroy.</p>
8	<p>Criminal Cases and Serious Traffic Cases – Nol Pros: 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, trail or hearing notice, photos, Maryland uniform complain citation, advice of rights, discovery requests and answers, criminal records, etc.</p>	<p>Destroy files immediately after disposition and case is closed; retain disposition sheet, reason for nol pros and nol pros requests, for three (3) years, then destroy; at the request of prosecutor: retain police report, statement of charges and notes, for three (3) years, then destroy.</p>

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

Schedule No. C1039

Page 4 of 4

Agency **HOWARD COUNTY**

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

Item No.	Description	Retention
9	<p>JUVENILE FILES: 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 six (6) months, then destroy.
10	<p>CIRCUIT AND DISTRICT COURT: NCIC/MILES Records: Log and data entry requests for criminal and motor vehicle records.</p>	Retain for three (3) years, then destroy.
11	<p>Correspondence: Correspondence and files involving community justice programs, court statistics, minutes, letters, and memorandum, etc.</p> <p>Training records.</p> <p>Investigative files:</p>	<p>Retain for term of the State's Attorney. Destroy material having no further administrative, fiscal, legal, or operational value. Then, review retained materials for purging at 4 years, destroy as determined.</p> <p>Retain for ten (10) years, then destroy.</p> <p>Review for purging at five (5) years, then destroy as determined.</p>
12	<p>COUNTY PAPERWORK: Files consisting of requests for payment, purchase orders, invoices, correspondence, handwritten notes, reimbursement forms, direct payment forms, suborder releases, credit card statements, travel expense vouchers, timesheets, leave requests, payroll reports, leave records, etc.</p>	Retain files for three (3) years, then destroy.
13	<p>PERSONNEL RECORDS: Attorney resumes for next available position.</p>	One (1) year from date received, then destroy.