



Agency Records Disposition Schedule

Department: Public Defender

Section:

Division:

Sub-Section:

TITLE: Applications for Public Defender Services - Denied

CUTOFF: Date of Denial

DESCRIPTION: Records of individuals who applied for Public Defender services, but were denied because they did not meet eligibility requirements and were not appointed Public Defender representation by the Court. Records include, but are not limited to, applications for service and related correspondence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24579

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Case Cards

CUTOFF: End of Calendar Year

DESCRIPTION: Note cards containing client/case details used for locating case files. The cards correspond with box lists maintained at the Director's Office and contain information such as client name, date of birth, disposition date, case number, and all related closed numbers.

RETENTION: Years: 35 Months: 0 Days: 0

NOTES: This series will be made obsolete once the last record under this series is dispositioned.

DISPOSITION ACTION: Destroy

SERIES: 8151

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Case Files

CUTOFF: Close of Case

DESCRIPTION: Records created during the pendency of case representation by the Public Defender System for all cases. Records include, but are not limited to, applications for service, discovery requests, motion or deposition documents, research records, and related correspondence.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8150

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023