



# MUNICIPAL COURT AND PROBATION

## ADMINISTRATION – CASE DOCUMENTS

### AFFIDAVITS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### APPEAL DOCUMENTS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### BOND SHEETS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### CERTIFICATE OF TREATMENT COMPLETION

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: Destroy

### CITATIONS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### COURT REMINDERS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### DISPOSITION SHEETS

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### **DIVERSION APPLICATIONS**

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### **DIVERSION DENIAL LETTERS**

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### **EXPUNGEMENTS**

Active: Permanent

Disposition: Permanent

### **FARM CARDS**

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### **INSURANCE DOCUMENTATION**

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### **JUDGE DOCKETS**

Active: 5 years

Disposition: Scan/Destroy

### **LICENSURE DOCUMENTATION**

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### **MISCELLANEOUS CASE DOCUMENTS**

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### **MOTIONS AND ORDERS**

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### **PAYMENT PLAN CONTRACTS**

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### **PROBATION JOURNAL ENTRY**

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### **PROBATION VIOLATION REQUESTS**

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### **PUBLIC DEFENDER FORMS**

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### **RECORD CHECK REQUEST**

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### **SUBPOENA RECORDS**

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### **TRIAL WAIVERS**

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### **UNIFORM CRIMINAL COMPLAINTS**

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### **WAIVER OF COUNSEL**

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

### **WARRANT CERTIFICATIONS**

Active: 3 years

Disposition: Paper documents are retained 3 years; scanned documents are retained indefinitely

## **DUI AND DOMESTIC VIOLENCE CHARGES**

### **DISMISSALS**

Active: 3 years

Disposition: Scan/Destroy

### **CONVICTIONS**

Active: 3 years

Disposition: Scan/Destroy

### **PENDING**

Active: Indefinite

Disposition: Retain

## **MISDEMEANOR CHARGES**

### **DISMISSALS**

Active: 3 years

Disposition: Scan/Destroy

### **CONVICTIONS**

Active: 50 years or until imaged

Disposition: Retain imaged copy

### **PENDING**

Active: Indefinite

Disposition: Retain

## **PARKING VIOLATIONS**

### **DISMISSALS**

Active: 2 years

Disposition: Scan/Destroy

### **CONVICTIONS**

Active: 2 years

Disposition: Scan/Destroy

### **PENDING**

Active: 2 years

Disposition: Scan/Destroy

## **PROBATION OFFICE – CASE DOCUMENTS**

### **DISPOSITION SHEETS**

Active: 3 months

Disposition: Paper documents are retained 90 days; scanned documents are retained 50 years

### **INTAKE FORM**

Active: 3 months

Disposition: Paper documents are retained 90 days; scanned documents are retained 50 years

### **JOURNAL ENTRY OF PROBATION**

Active: 3 months

Disposition: Paper documents are retained 90 days; scanned documents are retained 50 years

### **MEDICATION WARNING RELEASE**

Active: 3 months

Disposition: Paper documents are retained 90 days; scanned documents are retained 50 years

### **PRESENTENCE INVESTIGATION REPORTS**

Active: 3 months

Disposition: Paper documents are retained 90 days; scanned documents are retained 50 years

**REPORTING LEVEL FORM**

Active: 3 months

Disposition: Paper documents are retained 90 days; scanned documents are retained 50 years

**RESTITUTION DOCUMENTS**

Active: 3 months

Disposition: Paper documents are retained 90 days; scanned documents are retained 50 years

**RISK/NEEDS ASSESSMENTS**

Active: 3 months

Disposition: Paper documents are retained 90 days; scanned documents are retained 50 years

**PROBATION OFFICE**

**TREATMENT DOCUMENTS – DRUG/ALCOHOL EVALUATIONS**

Active: 3 months

Disposition: Paper documents are retained 90 days; scanned documents are retained 50 years

**TREATMENT DOCUMENTS – TREATMENT COMPLETION NOTIFICATIONS**

Active: 3 months

Disposition: Paper documents are retained 90 days; scanned documents are retained 50 years

**TRAFFIC INFRACTIONS**

**CONVICTIONS**

Active: 3 years

Disposition: Scan/Destroy

**DISMISSALS**

Active: 3 years

Disposition: Scan/Destroy

**PENDING**

Active: Indefinite

Disposition: Retain