



**Agency Records Disposition Schedule**

Department: Public Defender

Section:

Division:

Sub-Section:

**TITLE:** Case Cards - Attorney Client Files

**CUTOFF:**

**DESCRIPTION:** Case Cards - Attorney Client Files

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8151

**SERIES STATUS:** Approved

**APPROVAL DATE:**

4/21/1996

**TITLE:** Case Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Case Files

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 8148

**SERIES STATUS:** Approved

**APPROVAL DATE:**

**TITLE:** Case Files - All Others

**CUTOFF:**

**DESCRIPTION:** All Other Case Files

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8150

**SERIES STATUS:** Approved

**APPROVAL DATE:**

4/21/1996



## Agency Records Disposition Schedule

Department: Public Defender

Section:

Division:

Sub-Section:

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**TITLE:** Case Files Life without Parole and Death Files

**CUTOFF:**

**DESCRIPTION:** LWOP (Life Without Parole) and Death Files (Maintained in Director's Office for two years then send to MSIC Records Center)

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8149

**SERIES STATUS:** Approved

**APPROVAL DATE:**

4/21/1996

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