

Retention of DISTRICT CASE RECORDS

Type of Record:	Old Retention Schedule	New Retention Schedule
CASE RECORDS		
Civil Infraction/Parking: Indices and ROA - Satisfied	Keep until the case is destroyed. Item #16.031C	Keep for 10 years after the filing date. Item #13.001A
Civil Infraction/Parking: Indices and ROA - Unsatisfied	Keep until the case is destroyed. Item #16.031C	Keep until the license suspension has been purged from SOS, unless the court re-suspends. Item #13.001B
Civil Infraction/Parking: Files	Keep until 3 years after the last dispositive order or until suspension is purged from SOS or whichever is later. Item #16.081A & B	Keep for 3 years after the case is closed (paid, dismissed, waived, or purged). Item #13.002
Civil: Indices and ROA – Money Judgment	Keep permanently. Item #16.031A & B	Keep for 100 years from the date of filing. Item #13.003A
Civil: Indices and ROA – Non-money Judgment	Keep permanently. Item #16.031A	Keep for 10 years from the date of filing. Item #13.003C
Civil: Financial ROA ¹	X	Keep for 100 years from the filing date or from the date a satisfaction of judgment was filed, whichever is earliest. Item #13.003B
Civil: Case Files	Keep for 6 years from the last dispositive order. Item #16.082	Keep for 10 years from the date of filing. Item #13.003D
Civil: Post-judgment filings	X	Keep for 1 year from the date the post-judgment document was filed. Item #13.003E
Criminal: Indices and ROA	Keep permanently. Item #16.031A	Keep for 100 years from the date of disposition. Item #13.004A
Criminal: Financial ROA	X	Keep until the court-ordered financial obligations are paid in full or waived, whichever is earliest. Item #13.004B

¹ Don't worry about the Financial ROA at this time. Courts do not currently separate a financial ROA from the standard ROA. It is meant to cover a type of data transfer that will likely not occur for another 50 years. It was mostly included to accommodate long-term future management of data.

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Criminal: Case Files	Keep for 6 years from the last dispositive order. Item#16.082	Keep for 6 years from the date of disposition. Item #13.004C
Criminal: Post-judgment documents filed after file destroyed	X	Keep for 1 year after post-judgment filing or order, whichever is later. Item #13.004D
OTHER CASE RECORDS (CONFIDENTIAL)		
Screening & Assessment Evaluations, Presentence Reports (PSI), Probation files, and Problem-Solving Court Treatment files ²	Keep for 3 years from date of discharge from probation or until date of sentencing (if not placed on probation). Item #16.083	Keep for 3 years from date of discharge from probation or until date of sentencing (if not placed on probation). Item #13.101
Case Evaluations	Keep for 6 years from the date it was created. Item #16.034	Keep for 6 years after the evaluation is filed. Item #13.102
Financial Statements for Collections	X	Keep for at least 6 years and then destroy when of no further value. Item #13.103
ADMINISTRATIVE AND FISCAL RECORDS		
Non-Case Records – Search Warrants	Keep for 6 years after creation. Item #16.010	Keep 3 years after the search warrant or affidavit becomes public. Item #13.309A
Orders to Dispose of Records	X	Permanent. Item #13.312

² This section used to only include probation files and presentence reports. It has been expanded to include screening and assessment evaluations and problem-solving court treatment files.