

SCHEDULE 17 – DISTRICT ATTORNEYS

Series	Series Title	Description	Retention
17.1	Copies of Court and Law Enforcement Records	Copies of court and law enforcement records.	Destroy when no longer needed
17.2	District Attorneys Notes	District Attorneys notes about cases in progress.	Retain until any required action has been taken, or until any substantive information has been filed with appropriate record series Confidential per Title 16, §614
17.3	District Court Cases	All documents related to District Court cases.	1 year after case closed
17.4	Extraditions	Extraditions of offenders apprehended in other jurisdictions.	1 year
17.5	Harassment Notice Files	Case files for Harassment Notices.	1 year
17.6	Juvenile Cases	Cases in which the defendant is a juvenile.	Treat as District Court cases Confidential per Title 15, Chapter 507, §3308
17.7	No Complaint Issued Files	Cases that do not result in a complaint being issued.	1 year
17.8	Pleas at Arraignment	Pleas at arraignment.	1 year
17.9	Subpoenas, Witness List and Fees	Witness subpoenas, list of witnesses, and fees for subpoenas to be served.	1 year
17.10	Superior Court Cases	All documents related to Superior Court cases.	1 year after case closed
17.11	URESAs Lists* Received from DHHS	Uniform Reciprocal Enforcement of Support Act lists of collections made by DHHS.	1 year