悪のあき Office of Records
Record Series No.
(OFR) Title and Description Active Inactive Total Retention Period / Disposition Vital? Ŗ Media S=Scan Paper after Comments / Reference

	(in office)	(Off-Site) Retention	Retention		chives	Options	forms  = mport	CC'd	
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Retentions begin when the act is completed, and maply a fair me refer to great accomme	IN THE PARTY OF THE	g. race access			,	horing office	final action	- softlement	1
Court Orders, litigation, complaints, claims, appeals, audits andfor investigations suspend normal retention periods (retention	and/or investi	gations suspe	and normal reti	ention penod	S (retenuo	n pegins alle	Wild druck	in sometiment	Annual Control of the
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District Attorney	District Attorney	District	District	District Attorney
TIME SHEETS	SUBJECT / RESEARCH FILES (e.g., extradition, tribal jurisdiction, Proposition 36, etc.)	LAWYER FILES	GRANTS - VICTIM WITNESS, VERTICAL PROSECUTION, SRVP, OTHER: Applications, Reports, Logs, Worksheets, Victim Case Files, Financial Information, etc.	CORRESPONDENCE
7 years	When No Longer Required (minimum 2 years)	7 years	2 years	7 years
			Final Disposition + 8 years (or After Funding Agency Audit, if Required)	A Company
7 years	When No Longer Required (minimum 2 years)	7 years	Final Disposition + 8 years (or After Funding Agency Audit, if Required)	7 years
			Yes	7 years
Mag, Ppr	Mag, Ppr	Mag, Ppr	Mag, Mfr, OD, Ppr	Mag, Ppr
grant administration purposes; GC §26202	Department Preference; GC §26202	Department Preference for grant administration purposes; GC §26202	(longer than County-wide Standards): Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; Statute of Limitations for public official misconduct is discovery of offense + 4 years; PC §803(c), 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), & 570.502(b), 29 CFR 97.42; GC §26202	Department Preference for grant administration purposes; GC §26202

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Office of		Titlb and Description			Retentio	Retention Period / Disposition	Dispositio	פֿ			Comments / Reference
(OFR)	oelles no.		Active (in office)	Inactive (Off-Site)	Total Retention	Vital?	Ar- chives	Media Options	Image: S=Scan M=Micro- forms  =Import	Destroy Paper after Imaged & QC'd	
			The Marie	to Chandarde							
If the rec	ord is not liste	If the record is not listed here, refer to the Retention for County-Wide Standards	or County-Wic	e Standards	ent + 2 years)	since destra		normally performed by file folder	rmed by fil	e folder.	
Retention	s begin when t	Retentions begin when the act is completed, and many a run ine local telegraph of the complete of the action of th	s and/or invest	igations susp	end normal ret	ention period	s (retentio	ın begins afte	r final actio	n - settlemer	t).
Court Or	ioro, maganoni		DULT CRIMII	VAL CASES (	ADULT CRIMINAL CASES (Records may be destroyed upon	be destroye	d upon d	death of Defendant	ndant)		
1	FYI: I										
	know of										
	other law										
	2										
	agencies										
	a face										"Shall Destroy" or
	sheet in										"permanent obliteration of
	the file /	FACTUAL INNOCENCE									such records pertaining to
District		(Sealed ICases ordered by the	Arrest Date		Arrest Date			Mag, Mfr.	(y)	S	the arrest, and the record
Attorney	that	Courts, or with the concurrence	+ 3 years		T o years			,			shall be prepared again so that it appears that the
	instruct	Ci din Copins									arrest never occurred"; GC
	employees										\$26202; PC §851.8 et seq.
	to redact										1
_	information										
	/ treat the										
	report as										
	destroyed										
	ior										
	mandatory										

page DA-3

							de Standards	W	If the record is not listed here, refer to the Retention for County	d is not listed	f the recon
	M=Micro Imaged & forms QC'd	S=Scan M=Micro- forms I=Import	Media Options	Ar- chives	Vital?	Total Retention	inactive (Off-Site)	Active (in office)			(OFR)
Comments / Reference			ă	Dispositio	Retention Period / Disposition	Retenti			Title and Description	Records Series No.	Office of Records

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Office of Record (OFR)	f the recon	Retentions	Court Order		District Attorney				District Attorney							District	,		
Records Series No.	d is not list	begin when t	s, litigation,																
Title and Description	If the record is not listed here, refer to the Retention for County-Wide Standards	Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is n	Court Orders, litigation, complaints, claims, appeals, audits and/or investigations suspend normal retention penods (retention begins after final action - settlement)  D		FELONIES - NOT SERIOUS, VIOLENT, CHILD OR ELDER ABUSE (IMAGED)				FELONIES - PAPER MEDIA						FELONIES - SERIOUS,	VIOLENT, CHILD OR ELDER	ABUSE (IMAGED)		
Active (in office)	or County-Wit	full file folder (e	ts and/or inves		2 years				2 years							2 years			
Inactive (Off-Site)	de Standards	e.g. last docum	tigations susp		25 years				23 years							ס			
Retenti Total Retention		nent + 2 years)	end normal ret		25 years				25 years							ים			
Retention Period / Disposition  vital Arantion Vital? Arantion		, since destr	ention penod		Yes: Until Final Close			Vac: Intil	Final Close						Yes: Until	Final Close			
Ar- chives		uction is no	is (retentio																
Media Options		ormally performed by file folder.  hading after final action - setti	n begins and		Mag, Mfr, OD, Ppr				Mag, Ppr						Mag, Mfr,	OD, Ppr			
Image: S=Scan M=Micro- forms		ar final action	er final aco		¢,										o	U			
Destroy Paper after Imaged &		e folder. on - settlemer	on - sememen		Yes: When Inactive			•							Yes: When	Inactive			
Comments / Reference		nt).	Department Preference to	facilitate Three Strikes law and ease of document imaging administration;	Yes: When (Courts maintain for Disco. Inactive + 75 years;) GC §26202, GC §68152(e)(2), PC §\$289et seq., 667et seq., 1170 et seq. 1992 et seq., W&I §707	Department Preference to facilitate Three Strikes law	and avoid the expense of	imaging the backfile of all Felonies: (Courts maintain	for Disco. + 75 years;) GC 828202 GC 868152(e)(2)	PC §§289et seq., 667et	seq., 1170 et seq. 1992 et seq., W&I §707	Department Preference to facilitate Three Strikes law	and ease of document	imaging administration;	Yes: When (Courts maintain for Disco.	+ 75 years;) GC §26202,	\$6289et seq., 667et seq.,	1170 et seq. 1992 et seq.,	W&I §707

Draft Ver. 3.0

### Retention Schedule: District Attorney

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						ļ				
Office of Records	Title and Description			Retent	Retention Period / Disposition	dispositio	3			Comments / Reference
		Active (in office)	Inactive (Off-Site)	Total Retention	Vital?	Ar- chives	Media Options	Image: S=Scan M=Micro- forms I=Import	Image: Destroy S=Scan Paper after M=Micro Imaged & forms QC'd	
If the record is not lis	If the record is not listed here, refer to the Retention for County-Wide Standards	or County-Wic	le Standards							
Refertions begin when	Referitions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.	ull file folder (e	.g. last docun	nent + 2 years	), since destro	uction is n	ormally perfo	rmed by file	folder.	
Court Orders, litigation	Court Orders, litigation, complaints, claims, appeals, audits and/or investigations suspend normal retention periods (retention	s and/or invest	igations susp	end normal re	tention period	s (retentio	on begins after final action - settlement)	r final actic	n - settlemer	nt).
District : Attorney	FUGITIVE / EXTRADITION	2 years	48 years	50 years	Yes: Until Final Close		Mag, Mfr. OD, Ppr	ø	Yes: When Inactive	Department Preference to facilitate Three Strikes law and ease of document imaging administration; GC §26202
District Attorney	HOMICIDES, INDETERMINATE PRISON SENTENCES	Final Disposition + 2 years	<b>.</b>	70	Yes	_	Mag. Mfr, OD, Ppr			Department Preference; GC §§ 945, 25105.5, 26202, 68152(e)(3), PC §§187, 800 et seq., 802; W&I §389(a), 781(d); CCP §§ 337 et seq.
District Attorney	MENTAL HEALTH (Lanterman Acts)	Close + 2 years	28 years	Close + 30 years	Yes: Until Final Close		Mag, Mfr, OD, Ppr	s	Yes: When Inactive	Department Preference (consistent with Court retention); GC §68152(c)(7)

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page DA-6

				-			
District Attorney	District Attorney	District Attorney	Court Orders,	If the recor	(OFR)	Office of	2
		know of other law enforceme nt agencies that place a face sheet in the file / imaging system that instruct employees to redact information / treat the report as destroyed purges	s, litigation,	d is not list		Records Series No.	Dian vol. 5.0
MISDEMEANORS (PC 191, 192, 242, 243(e)(1), 245, 273.5, 288, 314, 422)	MISDEMEANORS (Except H&S §11357(e), PC 191, 192, 242, 243(e)(1), 245, 273.5, 288, 314, 422)	MISDEMEANOR - MARIJUANA H&S §11357(e) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	complaints, claims, appeals, audits and/or investigations suspend normal retention periods (retention begins after firm) action - settlement)	If the record is not listed here, refer to the Retention for County-Wide Standards  Refer tions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is		Title and Description	
2 years	2 years	Offender is 18 Years Old	s andior invest	or County-Wic full file folder (e	Active (in office)		Vete
			ligations suspe	e Standards	Inactive (Off-Site)		Verention ochedure.
2 years	2 years	Offender is 18 Years Old	end normal ret	ent + 2 years)	Total Retention	Retenti	
Yes	Yes	Yes	ention period	, since destr	Vital?	Retention Period / Disposition	District Attorney
			ls (retentic		Ar- chives	Dispositio	Councy
Mag, Mfr, OD, Ppr	Mag, Mfr, OD, Ppr	Mag, Mfr, OD, Ppr	n begins afte	normally performed by file folder.	Media Options	'n	
			r firal action	rme≓ by fil	Image: S=3can M=Alcro- fcms I=I sport		
			on - settlemer	e folder.	Destroy Paper after Imaged & QC'd		
\$5,945, 25105.5, 26202, §§ 945, 25105.5, 26202, 68152(e)(3), PC §§187, 800 et seq., 802; W&I §389(a), 781(d); CCP §§ 337 et seq.	\$9.45, 25105.5, 26202, \$89.45, 25105.5, 26202, 68152(e)(3), PC §§187, 800 et seq., 802; W&I §389(e), 781(d); CCP §§ 337 et seq. Department Preference; GC	(Courts and other Agencies "Shall" destroy); GC §68152(e)(8); 11361.5 et seq.	n).			Comments / Reference	

Office of Records Record Series No. (OFR)	Title and Description	Rete	Retention Schedule: District Attorney  Retention Period / Disposition	edule:	le: District Attorney Retention Period / Disposition	torney	:		Destroy	page DA-7 Comments / Reference
		Active (in office)	inactive (Off-Site)	Total Retention	Vital?	Ar- chives	Media Options	. 0	_ 7	

District Attorney	District Attorney	Court Orders,	Retentions	If the recor	
		litigation	begin when	d is not list	
REJECTED CASES (Officer Involved Shootings, PC sections 187, 192, 288, and 290)	REJECTED CASES (Except Officer Involved Shootings, PC sections 187, 192, 288, and 290)	, complaints, claims, appeals, audits and/or investigations suspend normal retention periods (retention	Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is	If the record is not listed here, refer to the Retention for County-Wide Standards	
2 years	2 years	s and/or invest	uli file folder (e	r County-Wic	Active (in office)
23 years		ligations suspe	g. last docum	ie Standards	Inactive (Off-Site)
25 years	2 years	and normal rete	ient + 2 years),		Total Retention
Yes	Yes	ntion period:	since destru		Vital?
		- 6	ction is no		Ar- chives
Mag, Mfr, OD, Ppr	Mag, Mfr, OD, Ppr	r begins afte	rmally perfo		Media Options
		r final actio	rmed by file folder		M=Micro- forms l=Import
		n begins after final action - settlemen	e folder.		=Micro-Imaged & Import QC'd
De-artment Preterence; Stiewide Guidelines for cities recommend 25 years for afficer-involved sh⊏tings; GC §26202	G⊂§26202	11).			

Office of Record (OFR) Draft Ver. 3.0 Records Series No. Title and Description (in office) Active Retention Schedule: District Attorney Inactive (Off-Site) Retention Total Retention Period / Disposition Vital? Ar-chives Options Media Image: Destroy
S=Scan Paper after
M=Micro- Imaged & Comments / Reference page DA-8

District	District Attorney		Court Orde	Retentions	If the reco	
		Carried Section	ers, litigation	begin wher	rd is not lis	
JUVENILE CRIMINAL CASES - 601 & 602 Petitions, Truancy, etc. (Other than Court Sealed Records)	JUVENILE - Court Sealed Records	JUVENILE (ALL), (Final Disposition is successful completion of diversion, if any. Record	Court Orders, litigation, complaints, claims, appeals, audits and/or investigations suspend normal retention periods (retentio	Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is no	If the record is not listed here, refer to the Retention for County-Wide Standards	
S- Final Disposition + 2 years	Sealing Date + 5 years (Or Court Order, or per Specialized Statute)	disposition is suc	udits and/or invest	y a full file folder (e	on for County-Wic	
8 years		cessful con	tigations sust	.g. last docu	de Standards	
Final Disposition + 10 years	Sealing Date + 5 years (or Court Order, or per Specialized Statute)	pletion of dive	pend normal ret	ment + 2 years)	5	
Yes	Yes	ersion, if any. R	ention periods (r	, since destructiv		
Mag, Mfr, OD, Ppr	Mag, Mfr, OD, Ppr	records may be d	etention begins at	on is normally per		
		estroyed up	n begins after imal action - semethers,	ormally performed by the rolder		l=Import
		on death of	1 - Sememen	Joider.		3
Department Preference (not governed by Court records retention requirements; GC §26202, GC §68152(e)(3), PC §§802, PC §§187, 800 et seq., W&I §389(a),	Consistent with Court retention; GC §68152(g)(1&2); W&I §§300, 389(a&c), 781(c&d), 826(a)	s may be destroyed upon death of Defendant)	in).			

Series No.	Title and Description			Retentio	Retention Period / Disposition	sposition			
(OFR)		Active I	Inactive (Off-Site)	Total Retention	Vital?	Archives	Media Options	Image: S=Scan M=Micro- forms I=Import	Destroy Paper after Imaged & QC'd
record is not listed here ret	for to the Retention for	County-Wide	Standards						
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is	impleted, and imply a ful	file folder (e.g.	last docume	nt + 2 years),	since destruc		normally performed by file folder	med by file	folder.
Court Orders, litigation, complaints, claims, appeals, audits and/or investigations suspend normal retention periods (retent	claims, appeals, audits	and/or investiga	tions suspen	d normal rete	ntion periods		begins after	final actio	ion begins after final action - settlement
FYI: I know of other law enforceme nt agencies that place a face sheet in the file / imaging system that instruct employees to redact information / treat the report as destroyed	R - MARIJUANA (d) or H&S procedure in	Conviction or Arrest (if No Conviction) + 2 years		Conviction or Arrest (If No Conviction) -+ 2 years	Yes		Mag, Mfr, OD, Ppr		

District Attorney	District Attorney	District Attorney	Court Ora	11 (1) (1)	if the rec	(OFR)	Office of	0
**		FYI: I know of other law enforceme nt agencies that place a face sheet in the file / imaging system that instruct employees to redact information / treat the report as destroyed for mandatory purges	ers, litigation,	to so social	ard is not list	ognes	_	Draft Ver. 3.0
REJECTED CASES (Officer Involved Shootings, PC sections 187, 192, 288, and 290)	REJECTED CASES (Except Officer Involved Shootings, PC sections 187, 192, 288, and 290)	MISDEMEANOR - MARIJUANA H&S §11357(e) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	retentions begin when the doctor process, and the section investigations suspend normal retention periods (retention begins after final action - settlement).	the record is not listed from Sect is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.	if the record is not listed here, refer to the Retention for County-Wide Standards		Title and Description	
2 years	2 years	Offender is 18 Years Old	s and/or inves	full file folder (e	or County-Wio	Active (in office)		Rete
23 years			tigations susp	. a. last docun	ie Standards	Inactive (Off-Site)		Retention Schedule:
25 years	2 years	Offender is 18 Years Old	end normal ret	nent + 2 years		Total Retention	Retenti	ı
Yes	Yes	Yes	ention period	), since destr		Vital?	Retention Perlod / Disposition	District Attorney
			ls (retentio	uction is n		Ar- chives	Dispositio	torney
Mag, Mfr. OD, Ppr	Mag, Mfr, OD, Ppr	Mag. Mfr, OD, Ppr	in begins afti	ormally perfe		Media Options	Š	
			er final acti	armed by fil		Image: S=Scan M=Micro- forms I=Import		
			on - settleme	le folder.		Destroy Paper after Imaged & QC'd		
Statewide Guidelines for cities recommend 25 years for officer-involved shootings; GC §26202	GC §26202  Department Preference:	(Courts and other Agencies "Shall" destroy); GC §68152(e)(8); 11361.5 et seq.	nt).				Comments / Reference	page DA-10

### Retention Schedule:

District Attorney

Office of Record (OFR) Records Series No. Title and Description (in office) Active Inactive (Off-Site) Total Retention Retention Period / Disposition Vital? chives Ŗ Options Media S=Scan Paper after M=Micro-!=Import forms Imaged & Comments / Reference

Court Orders, Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. If the record is not listed here, refer to the Retention for County-Wide Standards claims, appeals, audits and/or investigations suspend normal retention periods (retention begins after final action - settlement)

	Mag, Ppr	Yes	Report on Suspected	Report on Suspected Abuser + 7	3 years	INVESTIGATIONS: Child Abuse or Neglect Investigation Reports - Unsubstantiated or	rict	District Attorney
			No Further	No Further		Inconclusive)		
Mag, Ppr		Yes	Final Disposition + 10 years	8 years	Final Disposition + 2 years	INVESTIGATIONS - PAPER MEDIA: (Other than Child Abuse or Neglect that are Unsubstantiated or	rict	District Attorney
Mag, Mfr, OD, Ppr	0.2	Yes	ק	ס	Final Disposition + 2 years	INVESTIGATIONS - IMAGED: (Other than Child Abuse or Neglect that are Unsubstantiated or Inconclusive)	rict	District Attorney
Mag, Ppr	~	Yes	Final Disposition + 4 years	2 years	Final Disposition + 2 years	INVESTIGATIONS - FRAUD	rict	District
Mag, Ppr		Yes: Until Final Disposition	Final Disposition + 5 years		Final Disposition + 5 years	COMPLAINTS	ney	District Attorney

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Office of Records	Title and Description			Retentio	Retention Period / Disposit	isposition	3			Comments / Reference
Record Series No.								lmage:	Destroy	
(OFR)		Active (in office)	Inactive (Off-Site)	Total Retention	Vital?	Ar- chives	Media Options	S=Scan M=Micro- forms l=Import	S=Scan Paper after M=Micro- Imaged & Gorms	
If the record is not lists	the record is not listed here, refer to the Ratention for County-Wide Standards	or County-Wic	de Standards							
Satartions hagin when t	n when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is	full file folder (e	e.g. last docun	nent + 2 years),	since destri	iction is ne	отпану рего	THEO DY INC	no rondo.	
Ketennous begin when	the decision comments and	e andor invac	delications susp	end normal rete	ntion periods (reten		tion begins after		inal action - settlement	<i>it).</i>
Court Orders, Illigation, I	complaints, claims, appears, audio artero arresaganore seepers	O GIVINO MYSS	adamono onob	S AN MONTH	1					Department Preference;
	STEB ACT / GANG HIIITORY	When No Longer		When No Longer			Mag, Mfr,	20	Yes: After	Grant records are required for 5 years from the date of
District Attorney	AND INTELLIGENCE IFILES	Required - Minimum 25		Required - Minimum			OD, Ppr	0	1 year	final payment; 11 CCR 482;
		years		25 years						CO STORY

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Draft Ver. 3.0		Zett	Retention ochequie.		District Office A	formore				
Office of Records	s Title and Description			Retenti	Retention Period / Disposition	Dispositio	Š			Comments / Reference
(OFR)		Active (in office)	Inactive (Off-Site)	Total Retention	Vital?	Ar- chives	Media Options	Image: S=Scan M=Micro- forms f=Import	Destroy Paper after Imaged & QC'd	
if the record is not li	if the record is not listed here refer to the Retention for County-Wide Standards	for County-Wi	de Standards							
Retentions begin who	Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is	full file folder (	e.g. last docun	nent + 2 years)	), since destr		normally performed by file folder	rmed by fil	e folder.	
Court Orders, litigation,	Court Orders, litigation, complaints, claims, appeals, audits andfor investigations suspend normal retention periods (retent PROPERTY AND EVIDENCE	its andlor inves	tigations susp	s suspend normal retention pe PROPERTY AND EVIDENCE	IDENCE		on begins atte	r nnai ach	ion begins after final action - settlement,	11).
District	Evidence Property	When No Longer Required -		When No Longer Required			Mac Mfr		Yes: After	See appropriate Crime Report; Statute of
Attorney / Property & Evidence	Photographs & Film: Crime Scenes	Expiration of Appeals		Expiration of Appeals			OD, Ppr	S	1 year	properly seized by officers; CCP §340(4); GC §26202
District		Crime					Mag Mfr		Yes: After	Yes: After Department Preference; GC
Attorney /	Mug Shots	טי		ס			OD. Ppr	S	1 year	§26202
Property &										
District							Mag Mfr	>	Yes: After	Department Preference; GC
Attorney /	Negatives: Crime Report	ъ		10			OD, Ppr	S		
Evidence										
District										00 \$36303
Attorney / Property &	Property Dispositions	2 years	_	2 years			Mag, Ppr			GC 350505
Evidence										

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Series No.    Continue   Active   Inactive   Total   Active   Inactive   Inactive   Total   Ar-   Media   M=Micro   Image   S=Scan   Paper after	Office of	of Records	Title and Description	Rei		Retention	Retention Period / Disposition	ispositio	•			Comments / Reference
normally performed by file folder. ion begins after final action - settlemer Mag, Mfr, OD, Ppr		Series No.		Active (in office)	Inactive (Off-Site)	Total Retention	Vital?	Ar- chives	Medla Options	Image: S=Scan M=Micro- forms I=Import	Destroy Paper after Imaged & QC'd	
ion begins after final action - settlements after final action - s	If the record	d is not liste	d here, refer to the Retention	or County-Wi	de Standards					- Illiport	folder	
Mag., Mfr., OD., Ppr	Retentions t	begin when th	e act is completed, and imply a	full file folder (	e.g. last docum	THE PARTY IN COLUMN TWO IS NOT						
Termination Termination VICTIM CASE FILES Of Service + of Service + Yes 5 years 5 years	Court Order	s, litigation, c	omplaints, claims, appeals, aud	is another meets	Total or some	end normal ref	ention period	s (retentio	n begins afte	r final actio	n - settlemen	θ.
24 CFR 85 42. 91.105(h). &	District Attorney		VICTIM CASE FILES		22 2 2 2 2 2	end normal ret	ention period ERVICES	ls (retentio	n begins afte	r final actio	n - settlemer	t). Meets auditing standards: