

State of Florida

GENERAL RECORDS SCHEDULE GS9 FOR STATE ATTORNEYS



EFFECTIVE: FEBRUARY 19, 2015

R. 1B-24.003(1)(h), *Florida Administrative Code*

Florida Department of State
Division of Library and Information Services

Tallahassee, Florida

850.245.6750

<http://dos.myflorida.com/library-archives/records-management/>

GENERAL RECORDS SCHEDULE GS9 STATE ATTORNEYS

CIVIL ACTION CASE FILES

Item# 1

This record series consists of individual folders, usually in either numeric or chronologic/numeric order, containing ordinance violations, civil litigation proceedings other than those under the Rules of Summary Procedures and Civil proceedings except marriage dissolution's and adoptions.

RETENTION:

- a) Record copy. 1 year after disposition.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

COMPLAINT/INVESTIGATION CASE FILES: STATE ATTORNEY

Item# 2

This record series consists of individual folders usually filed in either numeric or chronologic-numeric order. The file generally contains all papers and documentation of an investigative nature, regarding all alleged criminal or civil actions committed by an individual and whereby the investigation failed to produce sufficient evidence to warrant prosecution.

RETENTION:

- a) Record copy. 1 year after case closed.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CRIMINAL/CIVIL INDEX CARDS

Item# 3

This record series consists of automated listings or index cards filed in alphabetical order by defendant and is used as a cross-reference to the numeric case files. The listing/index generally contains the name of the defendant, the offense, name of the Prosecuting Attorney, the defendant's plea, final disposition, and other pertinent information related to the case.

RETENTION:

- a) Record copy. Retain as long as associated case files.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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FELONY CASE FILES: ADULT

Item# 4

This record series consists of individual folders usually filed in either numeric or chronologic-numeric order. Generally they include duplicates of police and/or Sheriff's reports, motions, affidavits, witnesses' statements, criminal records of defendants and other supporting documents relative to the case. The case file contains working papers, notes, and papers developed by the Prosecuting Attorney and used in preparing the case for prosecution. This record series also contains all applicable traffic violations defined as criminal offenses in Florida Statutes Section 316.655.

RETENTION:

- a) Record copy. 1 year after disposition.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FELONY CASE FILES: JUVENILE

Item# 5

This record series consists of individual folders usually filed in either numeric or chronologic-numeric order. Generally they include duplicates of police and/or sheriff's reports, motions, affidavits, witnesses' statements, criminal records of the defendants, and other supporting documents relative to the case. The case file contains working papers, notes, and papers developed by the Prosecuting Attorney and used in preparing the case for prosecution. This record series also contains all applicable traffic violations defined as criminal offenses in Florida Statutes Section 316.655.

RETENTION:

- a) Record copy. 1 year after disposition.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

JUVENILE CASE FILES: NO PETITION

Item# 6

This record series consists of individual folders filed in numeric or chronologic-numeric order. Generally, they include duplicates of police and/or Sheriff's reports, notations, witnesses' statements and some Division of Youth Services' records. The records are principally police reports of cases for which no petition was filed and no criminal action resulted.

RETENTION:

- a) Record copy. 180 days after determined no petition will be filed.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

GENERAL RECORDS SCHEDULE GS9 STATE ATTORNEYS

NON-FELONY CASE FILES: ADULT

Item# 7

This record series consists of individual folders usually filed in either numeric or chronologic-numeric order. Generally they include duplicate copies of police and/or Sheriff's reports, motions, affidavits, witnesses' statements, criminal records of defendants, and other supporting documents relative to the case. The case file also contains working papers, notes, and papers developed by the Prosecuting Attorney and used in preparing the case for prosecution. This record series also contains all applicable traffic violations defined as criminal offenses in Florida Statutes Section 316.655.

RETENTION:

- a) Record copy. 1 year after disposition.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

NON-FELONY CASE FILES: JUVENILE

Item# 8

This record series consists of individual folders usually filed in either numeric or chronologic-numeric order. Generally they include duplicates of police and/or Sheriff's reports, motions, affidavits, witnesses' statements, criminal records of defendants, and other supporting documents relative to the case. The case file also contains working papers, notes, and papers developed by the Prosecuting Attorney and used in preparing the case for prosecution. This record series also contains all applicable traffic violations defined as criminal offenses in Florida Statutes Section 316.655.

RETENTION:

- a) Record copy. 1 year after disposition.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.