Final Retention Schedule

Retention of Records Summary

Casetype = CV, SC, or PR. The system will determine retention based on overall casetype & cause code

Casetype	Cause Code	Retention
CV-Civil	DVP, HAR, SXP, STK	Never Purge
CV-Civil	Any other	10 years & 4 months
SC-Small Claims	Any	10 years
PR - Parking	Any	5 years

Notes:

- All retention periods begin after case is closed
- Case is retained based on the longest retention period for any violation on the case
- Retention not based on a finding of Amended (AM) It is based solely on issues with findings other than AM
- See Plea / Sentencing codes at Inside Courts website for code descriptions

Casetype = IT, IN, CT, CN, PC, CF The system will determine retention based on casetype and disposition of each charge as well as looking for DV flag and Retain Case flag

Finding / Judgment Types	Casetype of Charge			Finding / Judgment Codes Included
	CT, CN	PC, CF	IT, IN	
Guilty / Committed	Never purged	Never purged	5 yrs	AS, BF, C, P, G, GO, GS, GV, GR, PI, RP, GY, GZ
Not Guilty / Not Committed	10 yrs	10 yrs	5 yrs	NG, NC
46.63.070 Deferred Finding (IT only)	NA	NA	7 yrs	CD, DD
Dismissed - Incompetency, or Not Guilty - Insanity	Never purged	Never purged	5 yrs	D, DO, DR, DW with reason code of IC; or NS
10.05 Deferred Prosecution	Never purged	Never purged	5 yrs	GO, GD; or D, DO, DR, DW with dismissal reason code of DP
Dismissed for all other reasons	10 yrs	5 yrs	5 yrs	D, DO, DW, DR, DS, or OD, with a dismissal reason code of blank or anything other than IC, DP, or FD
Vacated	Never purged	Never purged	N/A	V
Domestic Violence Flag	15 yrs	15 yrs	15 yrs	Applies to cases where a violation has a DV flag = yes, and the retention of the case without the DV flag was less than 15 years.
Retain Case Flag	Never purged	Never purged	Never purged	If flag is YES, case will be retained regardless of any other rule.
Case Transferred	5 yrs	5 yrs	5 yrs	BO, CV; or D with a reason of FD