

MUNICIPAL COURT

BANKRUPTCY COURT FILES

Documentation of debtors' claims for purposes of issuing warrants

Active: until case is closed or dismissed

Disposition: destroy

BOND DOCUMENTS

Retain Cash Bond List permanently. Retain all others as follows:

Active: until expired or paid

Inactive: 5 years

Disposition: destroy

BUILDING PERMIT RESPONSES

Responses to permit applications. See also Building Inspection

Active: retain while useful; but not more than 4 years

Disposition: destroy

COMMUNITY SERVICE RECORDS

Retain a summary of community service performed by an individual permanently.

Retain all supporting documents as follows:

Active: until service is completed and case is closed

Inactive: 5 years

Disposition: destroy

DOCKETS

Retain any dockets that could be used to establish criminal history on all offenses equivalent to an A or B misdemeanor for 50 years. Retain all others as follows:

Active: 5 years

Disposition: destroy

JAIL RECORDS

Inmate registers, jail regulations, release record, and other related documents

Disposition: permanent -- 1 copy

PROBATION RECORDS

Includes client files, intoxication reports, shoplifting reports, house arrest reports, and other related documents. Retain Waivers of Right to Counsel for 50 years.

Retain all others as follows:

Active: until individual has completed program

Inactive: 10 years (5 years)

Disposition: destroy

PROOF OF PUBLICATION

Documentation regarding publication of trial dockets

Active: 5 years

Disposition: destroy

SEIZURE REPORTS

Inactive: until item is disposed of or sold 5 years

Inactive: 5 years

Disposition: destroy

STANDARD TRAFFIC ORDINANCES

Disposition: permanent --1 copy

TICKETS -- DISMISSED OR VOID

Retained to show identity of individual who dismissed or voided the ticket

Active: 2 years

Disposition: destroy

TICKETS – OFFENSE EQUIVALENT TO AN A OR B MISDEMEANOR

Active: 50 years

Disposition: destroy

TICKETS -- TRAFFIC OR PARKING

Active: 3 years

Disposition: destroy

WARRANT RECORDS

Active: until served or expired

Inactive: 5 years

Disposition: destroy