

**SCHEDULE NO. 85**

**MUNICIPAL COURT RECORDS**

General Description: Records pertaining to the administration and operations of the municipal court.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. **The minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies**: Retain duplicated copies until no longer needed but not longer than the record copy.*

**85.010 APPEAL RECORDS**

Records related to municipal court decisions appealed to higher courts.

**A. Appeal Decisions**

Rulings of higher court's decision on appeals.

**1. General Ordinance**

Retention: 4 years

**2. Traffic**

Includes cases with or without outstanding judgment/warrant (OJ/W) liens.

Retention: 4 years

**B. Appeal Transcripts**

Transcripts of proceedings prepared for appeals of decisions to higher courts.

Retention: 30 days after all rights of appeal have expired, if not perfected, or 4 years upon decision rendered by higher court

**85.020 BONDS AND SUPPORTING DOCUMENTATION – COURT**

Bonds held for legal proceedings and supporting documentation; includes appeal bonds, cash bonds, personal recognizance bond, surety bonds, etc.

Retention: 4 years after final dispensation

**85.030 CASE FILES**

Records containing summonses and complaints issued for appearances in municipal court and supporting documentation such as subpoenas, citations, notices, letters, other court-issued instruments, forms, plea offers, payments plans, etc. Note: A case file is considered to be "closed" upon judgment or when all appeal rights have expired.

**A. Animal Cases**

Retention: 4 years after closed

**B. Code Enforcement Cases and Other Municipal Ordinance Cases**

Cases relating to enforcement of Code provisions relating to matters such as sales tax, abatements or fire, safety and building codes.

Retention: 4 years after closed

**C. Misdemeanor Cases**

Retention: 4 years after closed

**D. Parking Cases**

Retention: 2 years after closed

**E. Traffic Cases**

Cases with or without outstanding judgment/warrant (OJ/W) liens.

Retention: 4 years after closed

**F. Voided Summonses**

Retention: 2 years

**85.040 DOCKET SHEETS**

Rosters and listings of court cases to be heard and dates and times set for court appearances.

Retention: 2 years, *except* retain those older than 1920 permanently

**85.050 EVIDENCE**

Admitted evidence.

Retention: 30 days after all rights to appeal have expired, then as appropriate return to law enforcement agency or property owner or destroy

**85.060 JURY RECORDS**

Records relating to selection and oversight of jurors, rosters of persons selected to serve on juries, jury summonses and instructions regarding service on the jury.

Retention: 2 years after closed

**85.070 PROBATION FILES**

Probation terms and conditions, reports and supporting documentation kept by probation officer or department (separate from case file).

Retention: 2 years after closed

**85.080 RECORDINGS OF COURT PROCEEDINGS**

Audio or video recordings made of proceedings before the municipal court.

Retention: 6 months after judgment is entered, provided that all rights of appeal have expired

**85.090 REGISTERS AND INDEXES**

Alphabetical or numerical indexes or registers of municipal court cases and transactions.

**A. Index or Register of Cases**

Retention: 4 years

**B. Index or Register of Deferred Sentences**

Retention: 6 months after case closed, provided that rights of appeal have expired

**C. Index or Register of Warrants**

Retention: 6 months after case closed, provided that rights of appeal have expired

**D. Registers – Monthly**

Retention: 6 months after case closed

**85.100 WARRANTS**

**A. Search Warrants**

An official authorization issued by the court to enter and search a building or property.

Retention: 4 years from filing date and/or closed or recalled, unless placed in case file or introduced as exhibit

**B. Warrants for Arrest or Detainment**

Orders issued by the court for the arrest or detainment of an individual.

Retention: 2 years after closed or recalled

**Cross References**

- Agreements and contracts – 40.030, Agreements and Contracts
- Bank records for court-maintained accounts – 30.050, Bank Records
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Fines and charges receipts – 30.020, Accounts Receivable (A/R) Records
- Fines and charges schedules – 30.090, Fees and Rates Schedules and Supporting Documentation
- Judges' records – Schedule 90, Personnel Records
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards