

OFFICE OF THE DISTRICT ATTORNEY

DA-1 Administrative And Subject Files

See **Administrative and Legal Records** found in Section 2 for retention guidance.

DA-2 Case Files

Consists of copies of filed papers relating to felonies, misdemeanors and summary appeals including but not limited to: Accelerated Rehabilitative Disposition papers, affidavits, agreements, answers, appeals, applications, appointments, bail bonds, bills, briefs, certificates, certifications, citations, colloquies, commitments, complaints, confessions, Criminal Reporting Network evaluations, discharges, docket transcripts, evidence cards, indictments, information, lists, motions, memoranda of law, notices, opinions, orders, petitions, pleas, praecipes, releases, reports, requests, returns of service, rules, statements, stipulations, subpoenas, testimony, transfers, verdicts, waivers, warrants and writs. May also include appellate briefs, fingerprints, correspondence, information notes, lab reports, mug shots, police reports and other papers not filed with Clerk of Courts.

Retain as long as of administrative and legal value.

DA-3 Case File Indices

Main index to the case files. This index is kept in various forms. Often referred to as a status card, tracking card, rap sheet, or D.A. docket. May contain defendant's name, alias, social security number, birth date, race, sex, file number, term, year, charge, date of plea or verdict, judge's name, date of sentence, sentence and release date. Arranged alphabetically by name.

Retain as long as of administrative and legal value.

DA-4 Fiscal Records

Includes standard accounting and financial records relating to the funds of the district attorney's office.

See **Financial Records, Payroll Records, and Purchasing Records** found in Section 2 for retention guidance.

DA-5 Fugitive And Extradition Files

May include but is not limited to checklists, police reports, governor's warrants, complaints, information notes, applications for requisition, orders and National Criminal Information Center records.

Retain as long as of administrative and legal value.

DA-6 Investigative Files

Records of investigations performed by county detective or someone in that capacity, under direction of the district attorney. May include incident reports, complaints, initial reports, supplemental materials, bingo license files and prisoner furlough files.

Retain as long as of administrative and legal value.

DA-7 Juvenile Case Files

May include but is not limited to: copies of affidavits, agreements, answers, appeals, applications, appointments, bail bonds, bills, certificates, certifications, citations, colloquies, commitments, complaints, confessions, Criminal Reporting Network evaluations, discharges, docket transcripts, evidence cards, fingerprint request cards, indictments, information, lists, memoranda of law, motions, notes, opinions, orders, petitions, pleas, praecipes, releases, reports, requests, returns of service, rules, statements, stipulations, subpoenas, testimony, transfers, verdicts, waivers, warrants and writs. May also include fingerprints, correspondence, information notes, lab reports, police reports and other papers not filed with Clerk of Courts.

Retain as long as of administrative and legal value.

DA-8 Wiretapping/Electronic Surveillance Papers

May include applications for order of authorization, final reports, orders, supporting papers, and monitor's records.

Retain 10 years, then may be destroyed upon order of the court.

DA-9 Wiretapping/Electronic Surveillance Tapes And Recordings

Consists of any wire or oral communication intercepted by any investigative or law enforcement officer, or communications common carrier acting at the direction of an investigative or law enforcement officer.

Retain 10 years, then may be destroyed upon order of the court.