

SCHEDULE NO. 14

MUNICIPAL COURT RECORDS

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

*The retention periods specified in this schedule apply to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.). **Duplicate Copies**: Provided that no retention period is specified for duplicate copies, retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.*

14.10 APPEAL RECORDS

Records related to municipal court decisions appealed to higher courts.

A. Appeal Decisions

Rulings of higher court's decision on appeals of municipal court decisions.

1. General Ordinance

Retention: 3 years + current

2. Traffic – Non-OJ/W Liens⁹

Retention: 3 years + current

3. Traffic – With OJ/W Liens

Retention: 7 years + current

B. Appeal Transcripts

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

Retention: 30 days after all rights of appeal have expired

14.20 BANK RECORDS – COURT-MAINTAINED ACCOUNTS

See 5.50, *Bank Records*.

14.25 BONDS AND SUPPORTING DOCUMENTATION – COURT <Added 3/07>

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

Retention: 2 years + current after final dispensation

⁹ OJ/W means Outstanding Judgment/Warrant.

14.30 CASE FILES

Records containing summonses and complaints issued for appearances in municipal court and supporting documentation such as citations, notices, letters, other court-issued instruments, forms, etc. *<Amended 1/03>*

A. Animal Cases

Retention: 3 years + current after closed

B. Code Enforcement Cases

Retention: 3 years + current after closed

C. Misdemeanor Cases

Retention: 3 years + current after closed

D. Parking Cases

Retention: 1 year + current after closed

E. Traffic Cases

1. Default Judgments *<Added 4/06>*

Retention: Until default judgment is paid or cancelled + 1 year

2. Non-OJ/W Liens

Retention: 3 years + current after closed

3. With OJ/W Liens

Retention: 7 years + current after closed

F. Voided Summonses

Retention: 1 year + current

14.40 DOCKET SHEETS

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

Retention: 7 years + current

A. Older than 1920

Retention: Permanent

14.50 FINES AND CHARGES

Schedules of fines and charges imposed by the municipal court.

Retention: Until superseded, *except* retain one copy for historical purposes

14.60 JUDGES

See 15.70, *Employee Records*.

14.70 JURY RECORDS

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

Retention: 2 years + current

A. Juror's Summonses

Retention: 1 year + current

14.80 PROCEDURES

Records documenting guidelines and implementation of state rules and local variations established to clarify procedures. See also 7.260, *Policies and Procedures Documentation*.

Retention: Current plus previous versions

14.90 REGISTERS AND INDEXES

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

A. Index or Register of Cases

Retention: 7 years + current

B. Index of Deferred Services

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

C. Index of Warrants

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

D. Registers – Monthly

Retention: 6 months after case closed

14.100 REPORTS

Summary reports from municipal court to the municipality.

A. Annual Reports

Retention: Permanent

B. Monthly Reports

Retention: 1 year + current

14.110 SUBPOENAS

Documents issued to compel an appearance of a defendant or witnesses before the court, or the submission of certified copies of pertinent records.

Retention: Duration of retention of case file

14.120 SUMMONSES AND COMPLAINTS

See 14.30, Case Files.

14.130 TAPE RECORDINGS OF COURT PROCEEDINGS

Sound recordings made of proceedings before the municipal court.

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

14.140 WARRANTS

Documents issued by the court ordering the arrest or detainment of an individual.

A. *Index of Warrants*

See 14.90, Registers and Indexes.

B. *Warrants*

Retention: 1 year + current after closed or recalled