

Mendocino County Public Defender Record Retention Schedule				
Record Type	Record Description	Record Retention Period	Authority Citations	Remarks
Homicide Case Files	Client files; original attorney files containing all discovery, correspondence, notes, records, and documents related to the criminal case	Life of the client or until the client authorizes destruction, but no earlier than the term of the client's imprisonment . *	Govt. Code §§ 26202 & 26205.1; Penal Code § 1054.9; State Bar Formal Opinion No. 2001-157 & 19-0004	Confidential
Non-Homicide Felony Case Files	Client files; original attorney files containing all discovery, correspondence, notes, records, and documents related to the criminal case	Life of the client or until the client authorizes destruction, but no earlier than the term of the client's imprisonment if convicted of a serious felony or a violent felony resulting in a sentence of 15 years or more.*	Govt. Code §§ 26202 & 26205.1; Penal Code § 1054.9; State Bar Formal Opinion No. 2001-157 & 19-0004	Confidential
Misdemeanor Case Files	Client files; original attorney files containing all discovery, correspondence, notes, records, and documents related to the criminal case	Life of the client or until the client authorizes destruction, but no earlier than 8 years after the final disposition of the case.*	Govt. Code §§ 26202, 26205.1, & 26205.8; State Bar Formal Opinion No. 2001-157 & 19-0004	Confidential
Juvenile Case Files	Client files; original attorney files containing all discovery, correspondence, notes, records, and documents related to the criminal case	Life of the client or until the client authorizes destruction.*	Govt. Code §§ 26202 & 26205.1; State Bar Formal Opinion No. 2001-157 & 19-0004	Confidential
Civil Case Files	Client files; original attorney files containing all discovery, correspondence, notes, records, and documents related to the civil case	Life of the client or until the client authorizes destruction.*	Govt. Code §§ 26202 & 26205.1; State Bar Formal Opinion No. 2001-157 & 19-0004	Confidential
Probate Case Files	Client files; original attorney files containing all discovery, correspondence, notes, records, and documents related to the civil case	Life of the client or until the client authorizes destruction.	Govt. Code §§ 26202 & 26205.1; State Bar Formal Opinion No. 2001-157 & 19-0004	Confidential
Budget Documents	Hard copy Zero Based Reports, Budget Reports, YTD reports, Impact Statements, Budget Narratives, Salary Projections, Revenue Reports, Enterprise ISF Allocation Reports, Microwave Fees, Fleet Charges, Grant related documents, accounts payable statements and supporting documentation, Statements of deposit.	5 years + current year*	Govt. Code § 26202; Resolution 09-202	
Payroll	Hard copy time cards and Requests for Time Off, Paytype and Standard pay reports, Vacation Payout forms.	15 years*	Govt. Code § 26202; Resolution 09-202	Confidential
Personnel Working Files	Hard copy Personnel Transactions, Evaluation Reports, Misc network access forms, disciplinary reports/memos, job applications.	1 year after employee separation*	Govt. Code § 26202; Resolution 09-202	Confidential
Receipt Books	Accounts Receivable receipt books.	7 years*	Govt. Code § 26202; Resolution 09-202	
* Destruction of duplicate copies is authorized pursuant to Government Code Section 26201 so long as the client would not be prejudiced by the destruction of such duplicate.				