

# State of Florida

## ***GENERAL RECORDS SCHEDULE GS10 FOR PUBLIC DEFENDERS***

February 1999



Department of State

Division of Library and Information Services

Bureau of Archives and Records Management

The Capitol  
Tallahassee, Florida 32399-0250  
(850) 245-6750 Suncom 205-6750

**APPEAL RECORDS**

**Item# 1**

This record series consists of individual folders filed in numeric or chronologic-numeric order. They generally include duplicates of the Order of Insolvency and Appointing Counsel for Appeal, Notice of Appeal, Assignments of Error, Order Directing Court Reporter to Transcribe Testimony, Transcript of Record on Appeal, Briefs of Appellant and Appellee, Opinion or Mandate of Appellate Court, and office work products.

**RETENTION:**

- a) Record copy. 5 years after disposition of case.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**MENTAL HEALTH CASE FILES**

**Item# 2**

This record series consists of intake forms, affidavits, petitions and some correspondence and medical records. Case files may also contain handwritten notes, working papers and other papers developed by the Public Defender and used in preparing the case. The Public Defender is appointed to represent indigent persons who are involuntarily hospitalized due to mental illness. There is a folder for each case and cases are numbered in a chronological fashion according to the date the Public Defender is appointed.

**RETENTION:**

- a) Record copy. 1 year after disposition of case.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**CRIMINAL INDEX CARDS**

**Item# 3**

This record series consists of index cards filed in alphabetical order by defendant name and is used as a cross-reference to the numeric case file. They generally contain the name of defendant, offense, and other pertinent information relative to the case. This series also includes index cards to appellate cases.

**RETENTION:**

- a) Record copy. 5 years after disposition of case.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**CAPITOL FELONY CASE FILES**

**Item# 4**

This record series consists of individual folders usually filed in either numeric or chronologic-numeric order. They generally include duplicates of some police and/or sheriff reports, motions, affidavits, witnesses' statements, criminal records of defendants and other supporting documents relative to the case. Case files also contains working papers developed by the Public Defender and used in preparing the case for defense. (This category includes applicable criminal traffic cases.)

**RETENTION:**

- a) Record copy. Retain until expiration of sentence.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**NON-CAPITOL FELONY CASE FILES: ADULT**

**Item# 5**

This record series consists of individual folders usually filed in chronologic-numeric order. They generally include duplicates of some police and/or sheriff reports, motions, affidavits, witnesses' statements, criminal records of defendants, and other supporting documentation relative to the case. Case files also contain working papers, notes, and papers developed by the Public Defender and used in preparing the case for defense. (This category includes applicable criminal traffic cases.)

**RETENTION:**

- a) Record copy. 5 years after disposition of case or 1 year after expiration of sentence, whichever comes first..
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**NON-FELONY CASE FILES: ADULT**

**Item#6**

This record series consists of individual folders usually filed in either numeric or chronologic-numeric order. They generally include duplicates of some police and/or sheriff reports, motions, affidavits, witnesses' statements, criminal records of defendants, and other supporting documentation relative to the case. Case files also contain working papers, notes, and papers developed by the Public Defender and used in preparing the case for defense. (This category includes applicable criminal traffic cases.)

**RETENTION:**

- a) Record copy. 1 year after disposition of case.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**JUVENILE CASE FILES**

**Item#7**

This record series consists of individual folders usually filed in either numeric or chronologic-numeric order. They generally include duplicates of some police and/or sheriff reports, motions, affidavits, witnesses' statements, criminal records of defendants, and other supporting documentation relative to the case. Case files also contain working papers, notes, and papers developed by the Public Defender and used in preparing the case for defense.

**RETENTION:**

- A) Record copy. 5 years after disposition of case or 1 year after expiration of sentence, whichever comes first.
- B) Duplicates. Retain until obsolete, superseded or administrative value is lost.