

RECORDS CONTROL SCHEDULE

COUNTY & DISTRICT ATTORNEY RECORDS

NOTE: In this section “Date of Disposition” means the date when the case is disposed in the trial court. For cases that are on direct appeal or post-conviction review on the expiration of the minimum retention period, the “date of disposition” is the date upon which the court of appeals issues a mandate of affirmance or dismissal, or the date that the application for writ of habeas corpus is denied.

Record Number	Record Title	Description	Examples (Including But Not Limited To)	Minimum Retention Period	Final Disposition
PS2575-01	Attorney Case Files and Working Papers – Felonies with Limitation Periods of Ten Years or Less	Records related to felony case files related to crimes that are governed by a statute of limitations of ten years or less.		10 Years from Disposition (Subject to review by DA)	Destroy
PS2575-01	Attorney Case Files and Working Papers – Felonies with Limitation Period (Designated as Permanent)	Records related to crimes that have no limitations period that the District Attorney on a case-by-case basis has designated as permanent.	Items covered by Art. 1201, Code of Criminal Procedures.	Permanent	Transfer to Archives
PS2575-01	Attorney Case Files and Working Papers – Felonies with Limitation Periods Longer than Ten Years	Records related to crimes that are governed by a statute of limitations of more than ten years		75 Years	Destroy

	(Not Designated Permanent.)	(including no limitation period) that the District Attorney has not designated as permanent on a case-by-case basis.			
PS2575-01	Attorney Case Files and Working Papers – Misdemeanor Case Files	Records related to misdemeanor case files.		3 Years from date disposed	Destroy
PS2575-01	Attorney Case Files and Working Paper – Appellate	Records related to post conviction appeals.		3 Years	Destroy
PS2575-01	Attorney Case Files and Working Papers – Felony Case Files	Records related to no billed felony case files when the District Attorney considers the decision dispositive of the issue.		2 Years from the Date of No-Bill	Destroy
PS2575-01	Attorney Case Files and Working Papers – Felony Case Files Non-Dispositive No Bills	Records related to no billed felony case files when the District Attorney does not consider the decision dispositive of the issue. (NOTE: Retention to be determined by District Attorney’s		10 Years or 50 Years or Until Case Status Changes	Destroy

		Office depending upon the statute of limitations.)			
PS2575-01	Attorney Case and Working Papers – Closed Investigations (No Action Taken)	Records related to closed investigations where no action was taken.		5 Years	Destroy
PS4225-06d	Juvenile Case Files in which the Juvenile is referred to Juvenile Court	The most serious allegation adjudicated was conducted indicating a need for supervision; or the referral or information did not relate to conduct indicating a need for supervision or delinquent conduct and the juvenile court or the court's staff did not take action of the referral or information for that reason.		Until the individual is at least 18 years of age.	Destroy
PS4225-06d	Juvenile Case Files in which the Juvenile is referred to Juvenile Court	The most serious allegation adjudicated was delinquent conduct that violated a penal law of the grade of		Until the individual is at least 21 years of age.	Destroy

		misdemeanor; or the most serious allegation was delinquent conduct that violated a penal law of the grade of misdemeanor or felony and there was not an adjudication.			
PS4225-06d	Juvenile Case Files in which the Juvenile is referred to Juvenile Court	The most serious allegation adjudication was delinquent conduct that violated a penal law of the grade of felony.		Until the individual is at least 31 years of age.	Destroy
PS4125-05b	If the juvenile was tried as an adult or was adjudged delinquent based on the violation of a penal law of the grade of felony and was sentenced to the Texas Juvenile Justice Center with a transfer to the Texas Department of Criminal Justice under determinate sentencing procedures for			10 years	Destroy

	second- and third-degree felonies.				
PS4125-05b	If the juvenile was tried as an adult or was adjudged delinquent based on the violation of a penal law of the grade of felony and was sentenced to the Texas Juvenile Justice Center with a transfer to the Texas Department of Criminal Justice under determinate sentencing procedures for first-degree and capital felonies.			50 Years	Destroy