

Department	Division	Description	Explanation	Document Code	Security	Status	Records Retention Class	Legal Requirement	On Site	Records Center	Method of Disposition	Total	Remarks	Remarks, cont.
<p>* For Litigation Hold records, suspend normal retention periods (retention begins after final action-settlement).</p> <p>* Destruction of duplicate copies is authorized pursuant to Government Code Section 26201.</p> <p>* Departments may keep records onsite longer in order to fill up the box before sending to the Records Center.</p> <p>* Records Retention Class: AU=audit plus (x) years, B=2 years, CL=closed plus (x) years, CU=current year plus (x) years, D=clinical retention period, I=Indefinite</p> <p>* Any reference to retention periods for copies in the remarks sections are not legally binding retention periods, but internal timelines and practices to ensure efficiency in County operations.</p>														
Public Defender														Red-Line REV. 2026
ALL														
		Felony	All felony cases	PD-1	C	CC	CL !	Until death of client or client permission for destruction	CL+3 YRS- unless CDCR then- CL+1 YR- for appeals CL+10 YRS	50 YRS, or until death of client, or until client grants permission for destruction N/A	M	CL+50 YRS, or until death of client, or until client grants permission for destruction Until death of client or client permission for destruction	Govt. Code 68152(e)(1) and (e)(2) (50 years for most; court rulings indicate retention until client's death or client gives permission for destruction)	<b>NOTE: ALL REMARKS IN COLUMN "N" ARE REPLACED WITH THE FOLLOWING GLOBAL REMARK IN THE 2026 REVISION TO PD'S RETENTION SCHEDULE:</b>
		Juvenile	All juvenile cases	PD-2	C	CC	CL !	CL+17 YRS Until death of client or client permission for destruction	CL+2 YRS CL+10 YRS	15 YRS N/A	M	CL+17 YRS Until death of client or client permission for destruction	Govt. Code 68152(e) (until child age 28)	California State Bar Formal Opinion Interim No. 19-004 addresses lawyers' ethical obligations to retain client files relating to all types of criminal matters. The opinion provides that such files must be retained for the life of the client, unless the client expressly authorizes the destruction of the files.
		Juvenile Sealed	Juvenile records where petition to seal records was granted.	PD-3	C	CC	CL !	CL+5 YRS Until death of client or client permission for destruction	CL+2 YRS CL+10 YRS	5 YRS N/A	M	CL+5 YRS Until death of client or client permission for destruction	Welf. & Instit. 781(d) (5 years); Cal. Rule of Court 5.820(e); Govt. Code 68152(e)	Paper client files will be kept on site for the period stated in the "On Site" column. Thereafter, comprehensive, readable, and complete client files will be preserved electronically until the death of the client or until the client grants the Public Defender explicit permission to destroy the records.
		Misdemeanor - All	Cases where main charge is a misdemeanor	PD-4	C	CC	CL !	CL+10 YRS Until death of client or client permission for destruction	CL+2 YRS CL+10 YRS	10 YRS N/A	M	CL+10 YRS Until death of client or client permission for destruction	Govt. Code 68152(e) (5 years for most; 10 years for DUI)	The Public Defender's Office will shred paper files upon converting the paper files to electronic files. Electronic files will be maintained for the life of its client unless given permission by the client to destroy them.
		Mental Health	Including but not limited to LPS, Probate, Limited Conservatorships	PD-5	C	CC	CL !	CL+10 YRS Until death of client or client permission for destruction	CL+2 YRS CL+5 YRS	10 YRS N/A	M	CL+10 YRS Until death of client or client permission for destruction	Govt. Code 68152(a)(12) (10 years for most)	
		Orders to Show Cause	Civil contempt cases filed for non-payment of child support	PD-6	C	CC	CL !	CL+10 YRS Until death of client or client permission for destruction	CL+2 YRS CL+5 YRS	10 YRS N/A	M	CL+10 YRS Until death of client or client permission for destruction	Govt. Code 68152(a)(1) (10 years)	