

## SECTION 5. COMMUNITY JUSTICE RECORDS

Records relating to County’s pre-trial release and alternative sentencing programs.

<b>General Instructions</b>		
<ul style="list-style-type: none"> <li>▪ <b>The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).</b></li> <li>▪ <b>Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.</b></li> <li>▪ <b>No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.</b></li> </ul>		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<b>1. COMMUNITY SERVICE FILES.</b> Records relating to community service ordered by District and County courts (also known as alternative service/useful public service). Includes contracts with community service clients and follow-up after completion of community service.	Community Justice Services	5 years + current after completion of community service
<b>2. CORRESPONDENCE AND GENERAL DOCUMENTATION.</b> Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation	
<b>3. FINANCIAL RECORDS.</b>	See: Section 13 Financial Records	
<b>4. PAYROLL AND PERSONNEL RECORDS.</b>	See: Section 23 Payroll Records and Section 24 Personnel Records	
<b>5. POST CONVICTION ELECTRONIC MONITORING FILES.</b> Records relating to the alternative sentencing option of electronic monitoring (also known as “home detention”), which allows a defendant to remain gainfully employed while serving a court-ordered sentence. By statute, the defendant is only allowed out of his or her residence for work, court-ordered treatment and medical related matters. Community Justice Services is able to monitor a defendant’s alcohol consumption and whereabouts electronically, which holds the defendant accountable for court-ordered conditions of home detentions.	Community Justice Services	5 years + current after completion of electronic monitoring

## Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<p><b>6. PRE-TRIAL INTAKE FILES.</b> Bond reports on defendants at the time of booking into the detention facility to be used by District or County courts to set appropriate bonds on criminal cases; records of investigations of defendants who fail to appear for their scheduled court dates and arrangements for the defendants to turn themselves in or to be picked up by law enforcement.</p>	Community Justice Services	5 years + current after completion of pre-trial supervision
<p><b>7. PRE-TRIAL RELEASE SUPERVISION FILES.</b> Records relating to supervision of defendants who are released from jail during the pre-trial stage of their criminal case, including reviews and verifications of initial evaluations of a defendant, determinations of the person's risk and needs, bond conditions of release, and reports to District or County courts on defendant's compliance or noncompliance with court-ordered conditions of bond.</p>	Community Justice Services	5 years + current after completion of pre-trial release supervision
<p><b>8. PRE-TRIAL REPORTS TO STATE JUDICIAL DEPARTMENT.</b> Annual reports required by State law on number of interviews conducted with defendants, number and nature of recommendations made, number of defendants under pre-trial release supervision who failed to appear.</p>	Community Justice Services  See also: Section 15 General Records – Reports	Permanent